

# WESTONARIA

## Local Municipality



**Annual**  
**Report**  
2008\09

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## Foreword by the Executive Mayor



It is a matter of great pride and satisfaction that I present the Annual Report for the Financial Year 2008/2009.

The report under review reflects the total commitment of our collective work as Council.

We are mindful of the challenges that still lie ahead of us. As a Municipality we remain focused on our key service delivery and development performance areas and for us, the work continues.

We are also very humbled by the unqualified audit report that the Auditor General has given us, once again, meaning that the Municipality has the capacity to account on its finances. Indeed, I record our appreciation to the collective political and administrative leadership of our Municipality for

achieving this success.

I must place on my record my sincere appreciation to my fellow councillors, our officials and staff, our NGO's and private sector stakeholders and, of course, our community as a whole, for their cooperation and partnership in ensuring that we continuously raise the bar with regards to service delivery and development.

Ours is a service of the people and we remain committed to the vision of improving the lives of our people for the better with limited resources.

I thank you

**CLLR MA KHUMALO (MS)  
EXECUTIVE MAYOR  
WESTONARIA LOCAL MUNICIPALITY**

**OVERVIEW** by the Executive Mayor, Cllr Maserame A Khumalo (Ms)

In March 2006, a coalition government comprising the African National Congress, the Democratic Alliance (DA), Azanian Peoples' Organization, Inkatha Freedom Party, Independent Democrats and the Black Peoples' Convention assumed political control of the Westonaria Local Municipality. This coalition government has been in place throughout the period of from 1 July 2006 to 30 June 2008.

The Mayoral Committee for the period under review consists of the Executive Mayor, Cllr Maserame Khumalo (Ms) (Chairperson) and the following five Mayoral Committee members:

**Councillor**

Wiseman Matshaya  
Nelson Mndayi  
Josephine Motsepe  
Maserame Mosimane  
Anna Gela

**Portfolio**

Corporate Services  
Community Services  
Infrastructure Development & Planning  
Finance  
Internal Audit

### THE ADMINISTRATION

As from August 2007, the position of the Municipal Manager was filled by Mr George Seitisho, a highly experienced municipal official, with previous experience in municipal management.

### SERVICE DELIVERY

With the appointment of the Municipal Manager, the political leadership was able to give clear strategic direction, which culminated in the adoption by Council of the Integrated Development Plan (IDP) for the period 2007 – 2011. In the IDP is one key example and provides an overall strategy to implement national and provincial policies, thus bringing visible service delivery to residents of greater Westonaria.

Participation by our communities in the affairs of Westonaria Local Municipality and the Municipality's involvement in Integrated Forums is a testimony of a Municipality which is characterized by a new vigor and enthusiasm for working with the people, businesses and patriotic individuals we serve, attending to their needs and delivering high quality service in a cost effective way.

Westonaria Local Municipality strives to build on this legacy and continue to ensure that citizens see themselves as patriots in government and experience their Municipality as accessible and responsive to their needs.

Major service delivery achievements are discussed further on in this Annual Report, though it is necessary to highlight the following achievements:

- The efficient manner in which Council's top management structure (Section 57 Managers) was appointed contributes to a highly efficient top management team;
- The rapid progress made in adopting revised policies;
- The conclusion of performance agreements with the provision of scorecards for Section 57 Managers.

## POLITICAL STRUCTURE

Westonaria Local Municipality was initially promulgated as a Municipality with a collective Executive System, combined with a Ward Participatory System. During May 2003, through an amendment of the Section 12 Notice, Westonaria Local Municipality's status was amended to a **Mayoral Executive System**, combined with a Ward Participatory System, consisting of:

29 Councillors:      15 Ward Councillors; and  
                             14 Proportional Representative Councillors

### POLITICAL REPRESENTATION

POLITICAL PARTY	2006/2007
ANC	22
DA	3
AZAPO	1
IFP	1
ID	1
BPC	1
<b>TOTAL</b>	<b>29</b>

Westonaria Local Municipality has a Mayoral Executive System i.e. a Mayoral Committee, consisting of the Executive Mayor and five Mayoral Committee Members, chairing the following five Portfolio Committees:

- Internal Affairs;
- Financial Services;
- Infrastructure Development & Planning;
- Community Services; and
- Corporate Services

### The Executive Mayor, Five Full-time Mayoral Committee Members and the Speaker

- Executive Mayor, Cllr MA Khumalo (Ms),
- Five Full-time Mayoral Committee Members, and
- Speaker, Cllr L Kolisi was elected on 26 May 2008;

The Speaker takes accountability of the 15 Ward Committees.

## MAYORAL COMMITTEE MEMBERS

**Cllr Annah Gela (Ms)**



Chairperson: Internal Affairs

**Cllr  
Maserame Mosimane (Ms)**



Chairperson: Finance

**Cllr  
Josephine Motsepe (Ms)**



Chairperson: ID&P

**Cllr  
Nelson Mndayi**



Chairperson: Community Services

**Cllr  
Wiseman Matshaya**



Chairperson: Corporate Services

## PROFILE OF COUNCILLORS

The table lists all the Councillors, as well as the number of meetings attended by Councillors. The level of attendance of the Council, Mayoral Committee and Portfolio Committee Meetings is high and can be regarded as indicative of the seriousness with which the Councillors approach their governance responsibilities.

Councillor	Party	Capacity	Ward	Constituency
Sanele Ngweventsha	ANC	Ward Councillor	1	Thusanang, Jachtfontein, South Deep and eastern side of the town Westonaria
Victress Lwabi	ANC	Ward Councillor	2	Southern side of Westonaria
Wiseman Matshaya	ANC	MMC Ward Councillor Full time	3	Kloof Gold Mine
Patrick Mkhungekwana	ANC	Ward Councillor	4	Libanon Gold Mine and a portion of Westonaria west
Colin Turner	DA	Ward Councillor	5	Westonaria Town, Venterspost West Township and small holdings in the surrounding rural areas
Marie van Graan	DA	Ward Councillor	6	Westonaria and Hillshaven
Gladys Khoza	ANC	Ward Councillor	7	Simunye Ext 5, Ext 1, Zuurbekom and Waterworks
From 25-03-09 Dintwe Ntsie	ANC	Ward Councillor	8	Simunye Ext 2,3,4, and Cook 3 Gold Mine
Thelma Gasayi	ANC	Ward Councillor	9	Spook Town and the Transit Camp in Bekkersdal
Elizabeth Mapalala	ANC	Ward Councillor	10	Silver City, Bekkersdal and Ghana Section
Zoliswa Ngonini	ANC	Ward Councillor	11	Informal Settlement from the Bekkersdal West Clinic stretching down Kgomo Ehlaba Street down to Busy Bee and to the grave yard in Bekkersdal
Josephine Motsepe	ANC	MMC Ward Councillor Full time	12	formal section of Bekkersdal, and the informal areas namely Z Section, X Section
Vuyiswa Sikiti	ANC	Ward Councillor	13	Formal Bekkersdal close to the Police station
<i>Passed away 17-06-09</i> Cynthia Khwatshiwe	ANC	Ward Councillor	14	Bekkersdal – Mandela Section – mostly informal settlement
Libele Kolisi	ANC	Speaker (elected 26 May 2008) Ward Councillor Full time	15	Thambo Outline and Holomisa. It starts from Cosa Street to Thubalethu street up to the demarcation. From Holomisa Demarcation until Kamlungu shop
Maserame Mosimane	ANC	MMC Proportional Representative Full time	PR	
Nelson Mndayi	ANC	MMC Proportional Representative Full time	PR	
Bukelwa Mnqwazana	ANC	Proportional Representative	PR	
Simbongile Saki	ANC	Proportional Representative	PR	(Passed away 12-05-09) Replaced by Cllr NA Ntshiba 11-06-09



Maserame Khumalo	ANC	Executive Mayor Proportional Representative Full time	PR	
Annah Gela	ANC	MMC Proportional Representative Full time	PR	
Theodora Nondzaba	ANC	Proportional Representative	PR	
Clement Matlala	ANC	Proportional Representative	PR	(Passed away 19-09-08) Replaced by Cllr ZN Mankayi 10-11-08
Vuysiwa Hesi	ANC	Proportional Representative	PR	
Piet de Jager	DA	Proportional Representative	PR	
Lorna Molebatsi	IFP	Proportional Representative	PR	
Cathy Seiteisho	AZAPO	Proportional Representative	PR	
SJ Nkosi	BPC	Proportional Representative	PR	(Passed away 2-06-08) Replaced by Cllr NA Matela 13-01-09
Ruben Khunou	ID	Proportional Representative	PR	(Passed away 3-07-08) Replaced by Cllr D Majola 27-10-08

In addition to the above mentioned formal meetings, policy making workshops were held on a regular basis with the political structures and portfolio committees operated frequently and effectively adopting a more policy-focused and oversight approach in their agendas and proceedings.

## COUNCILLORS WHO PASSED AWAY DURING THE YEAR UNDER REVIEW

It is with regret that the unfortunate death of Councillors is announced during the year under review. They will be remembered for their valuable input and assistance to the community they served. Council's deepest sympathy lies with all family members and their loyal support will always carry on for the future of this Municipality:

Cllr RA Khunou: 3 July 2008  
Cllr Z Ngonini (Ms): 3 April 2009  
Cllr V Sikiti (Ms): 17 June 2009  
Cllr S Saki: 12 May 2009  
Cllr SJ Nkosi: 2 December 2008  
Cllr C Matlala: 19 September 2008

## WEST RAND DISTRICT MUNICIPALITY

Four (4) Councillors were appointed to represent Council at the West Rand District Municipality in terms of the provisions of Section 23(1)(b) of the same Act and the Section 12 Notice published under Provincial Gazette Notice No 4861 dated 6 December 2005. They are:

-  Cllr D Nondzaba (Ms)
-  Cllr D Ntsie
-  Cllr M Mosimane (Ms)
-  Cllr C Turner



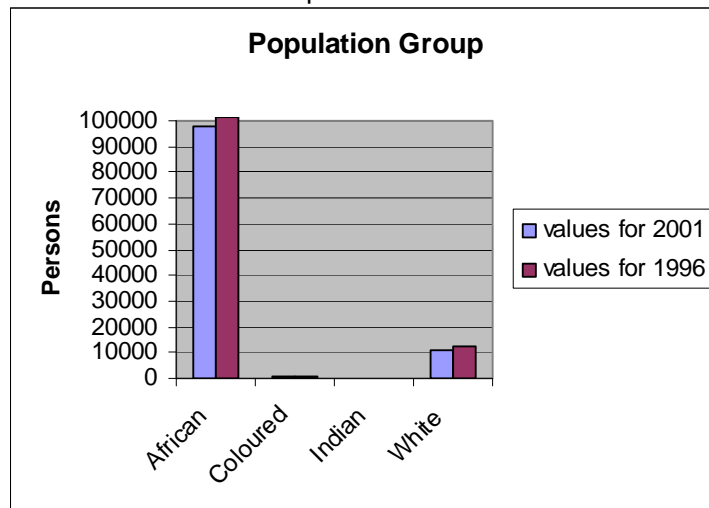
# OVERVIEW OF THE MUNICIPAL AREA AND ITS' PEOPLE

The area is known as **Westonaria Local Municipality (GT483)**, which is a Category B municipality.

Westonaria Local Municipality is located within the area of jurisdiction of the West Rand District Municipality. Westonaria Local Municipality is bordered by Randfontein Local Municipality, Johannesburg Metropolitan Municipality, Merafong City Local Municipality, Sedibeng District Municipality and Emfuleni Local Municipality.

**Westonaria Local Municipality** is characterised by a dispersed urban structure consisting of various urban areas and mining villages spread across the entire municipal area. The urban areas include the following:

-  Westonaria
-  Bekkersdal
-  Simunye
-  Venterspost
-  Glenharvie
-  Hillshaven
-  Wagterskop Extension 2
-  Nufcor (private township)
-  Libanon (mining village)
-  Waterpan (mining village)



The population growth of Westonaria has shown a negative growth of 4,5% in 2005 and an average negative growth of 1,9% over the period of 1996 – 2005.

## VISION

(WHAT WE WANT TO BE)

Delivering sustainable social and economic development  
for the people of Westonaria

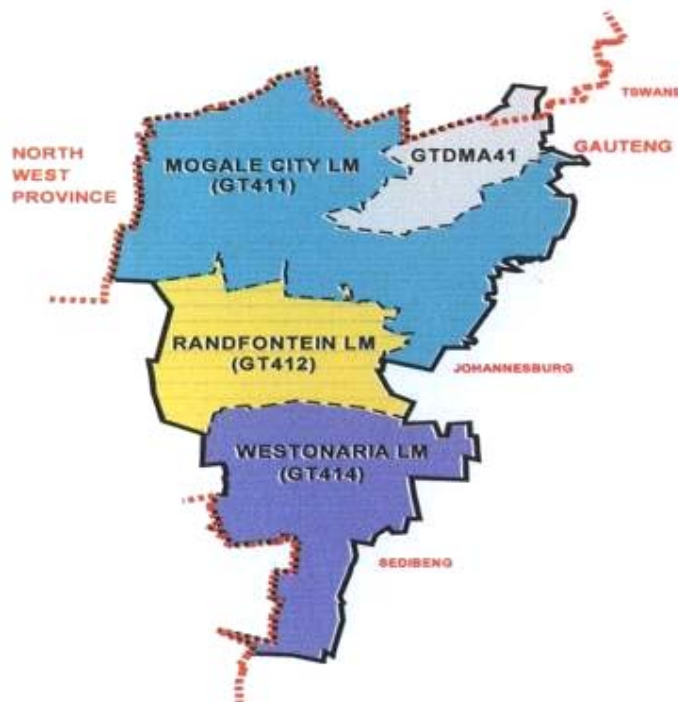
## MISSION

(WHY WE EXIST)

Providing a viable sustainable governance model built on development  
practices to ensure a better quality of life for all people of Westonaria

## LOCATION OF WESTONARIA

Westonaria forms part of the West Rand which consists of three local municipalities, namely, **Mogale City, Randfontein, Westonaria** and the **West Rand District Municipality**.  
(see Map 1 below)



South Africa's population is estimated to be 47.4 million people in 2006 according to Statistics South Africa mid-year population estimates. About 20.1%, that is about 9.5 million people of the total population residing in Gauteng. In the Westonaria Local Municipality jurisdiction there are approximately, 110 00 people, which is about 14% of the total population of the West Rand and 1% of the total population Gauteng.

The gender distribution in Westonaria reflects a composition pattern, which has the number of males substantially more than women. According to Census 2001, there are 56.91% males and 43.09% females, see table 1 below,

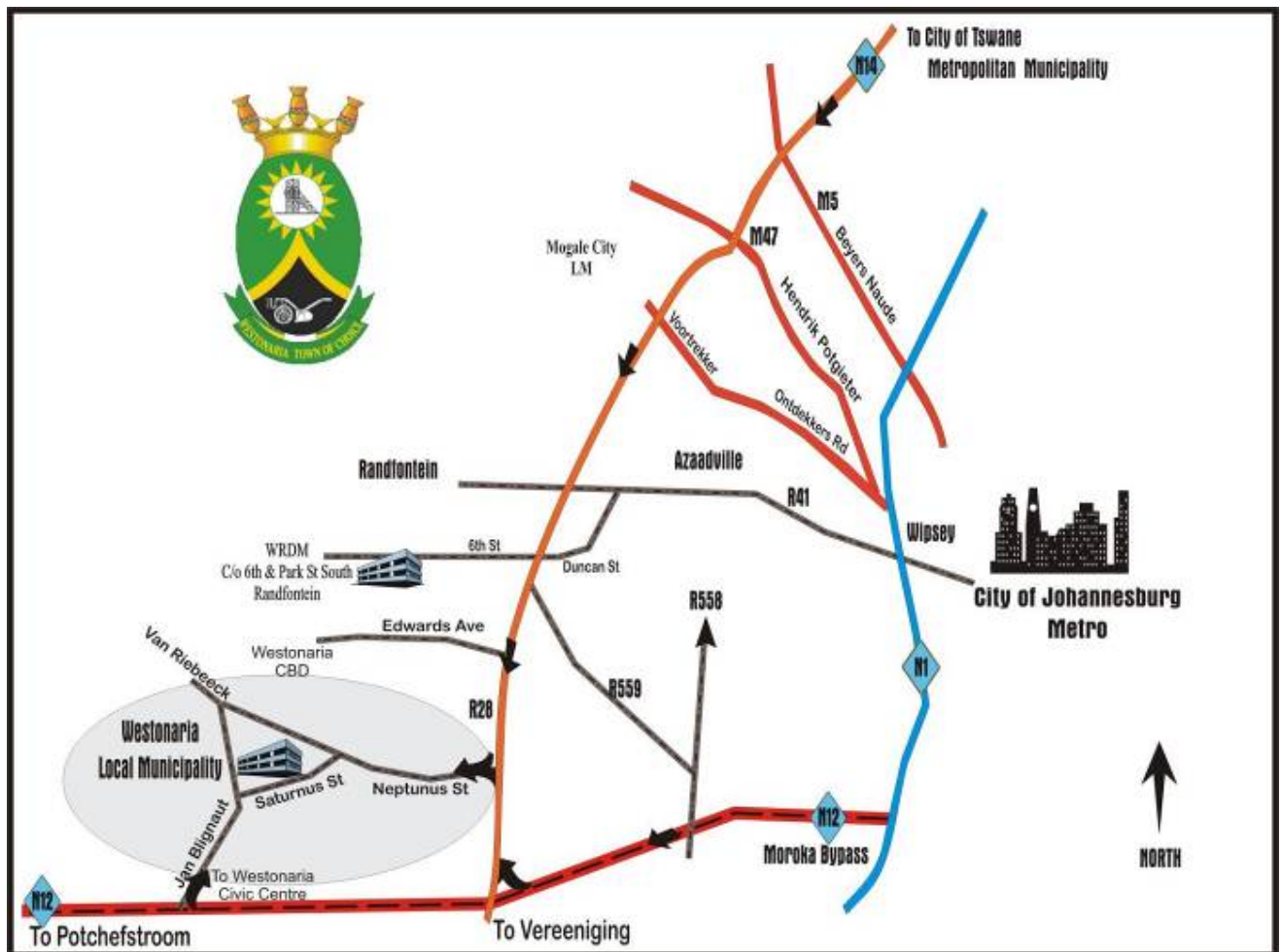
*Table 1: Gender Distribution of the Westonaria*

	Male	Female	Total
Westonaria	62,216	47,112	109,328
	56.91%	43.09%	
	53.77%	46.23%	

Source: Stats SA Census 01

## ROUTE MAP TO WESTONARIA

Westonaria is very conveniently situated centrally to reach all major metropolises in the Global City of the Future.



# WESTONARIA

TOWN OF CHOICE IN GAUTENG

## POSTAL & PHYSICAL ADDRESS

Westonaria Local Municipality  
Cnr Neptune Street & Saturn Street  
WESTONARIA

19

WESTONARIA  
1780



011 278-3000



011 753-4176 (General)



[www.westonaria.gov.za](http://www.westonaria.gov.za)

## LOCATION OF SERVICES

The following offices are located in the Municipal Offices, cnr Saturn & Neptune Street:

Executive Mayors' Office	-	Second Floor, East Wing
Speaker's Office	-	Council Chamber, First Floor, West Wing
Municipal Manager	-	East Wing, First Floor,
Administration & Records	-	East Wing, First Floor
Infrastructure Development & Planning	-	33 Saturn Street, Westonaria
Human Resources	-	East Wing, First Floor
Communications	-	East Wing, First Floor
Community Services	-	West Wing, Second Floor
Internal Affairs	-	33 Saturn Street, Westonaria
Finance	-	East Wing, Ground Floor
Traffic – Licensing	-	West Wing, Ground Floor
Environmental Health Clinics	-	Westonaria; Glenharvie; Bekkersdal (East & West); Venterspost
Library Services	-	Westonaria; Glenharvie; Bekkersdal; Hillshaven
Stores	-	Brits Street
Mechanical Workshop	-	Brits Street
Electrical Workshop	-	Brits Street
Testing Grounds	-	Brits Street

## AMBULANCE & RESCUE SERVICES

West Rand District Municipality



107



011 951 3000

## ADVISORS

ABSA BANK,  
WESTONARIA

## POPULATION COMPOSITION AND DISTRIBUTION

Greater Westonaria comprises of an area of 616 km<sup>2</sup> representing 25% of the area in the West Rand District Municipality. The population of 109, 328 represent 21% of the total population of the WRDM.

TOWNSHIP	POPULATION
Westonaria	8 151
Glenharvie	5 043
Libanon (mining village)	1 052
Hillshaven	2 174
Venterpost	1 444
Waterpan (mining village)	323
Nufcor	190
Wageterskop Ext 2	190
Smallholdings/Farms	2 460
<b>Total</b>	<b>21 027</b>
<u>Bekkersdal:</u>	
Backyard shacks	30 000
Formal	9000
Informal	50 400
<b>Total</b>	<b>89 4000</b>
Simunye	1 150
<u>Hostels</u>	
Kloof	12 500
Libanon	5 000
Cooke 2 & 3	7 470
Leeudoorn	7 000
WAGM	10 067
<b>Total</b>	<b>42 037</b>
<b>Grand Total</b>	<b>153 614</b> including backyard shacks

Source: Draft Economic Growth and Development Strategy for the West Rand, October 2006 data provided by Global Insight Data

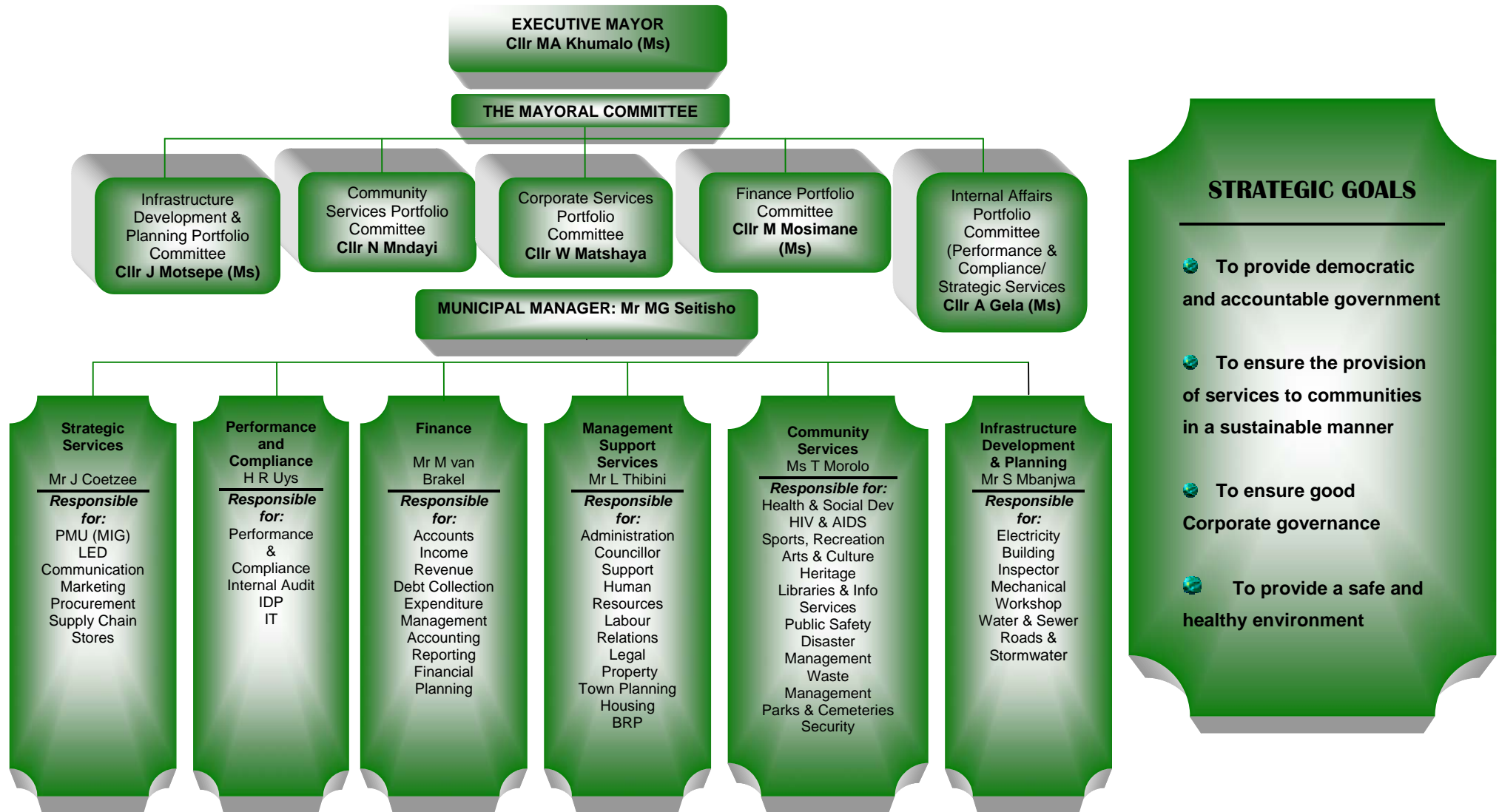
## THE MINING SECTOR

The four mining houses within greater Westonaria are Goldfields Ltd as Kloof Goldmine, Harmony Gold, South Deep and First Uranium. The local economy of the West Rand is largely dependant on the mining sector, which has been characterized by fluctuating prices, declining production and retrenchments, all of which have had a negative impact on the local economy. Gold is by far the most important mineral found in the West Rand area, with the largest un-mined reserves in South Africa occurring at South Deep in Westonaria.

## AGRICULTURAL SECTOR

This sector has been neglected during the past few decades as an investment and economic development stimuli and employment creator. Despite the favourable climate, good soil condition, etc associated with the WRDM, agriculture still tends to play a marginal role in terms of the value of production when compared to the rest of the economy. It is argued that the agriculture sector is growing at a faster rate than the other economic sectors. A huge advantage to this growing is the proximity to markets in central Gauteng. Urban agriculture is the main agricultural activity, together with numerous smallholdings spread through the area, which enable people to grow their own vegetables to earn an additional income.

# OVERVIEW OF THE MUNICIPAL STRUCTURE



# LEGISLATIVE FRAMEWORK

## RELEVANT LEGISLATION

The Municipality operates within a legislative framework which consists of various statutes, which include:

- The Local Government: Transitional Act (Act 209 of 1993);
- The Constitution of the Republic of South Africa (Act 108 of 1996);
- The Local Government: Municipal Structures Act (Act 117 of 1998);
- The Local Government: Municipal Systems Act (Act 32 of 2000);
- The Local Government: Municipal Finance Management Act (Act 56 of 2003);
- The Local Government: Municipal Demarcation Act (27 of 1998); and
- The Municipal Property Rates Act (6 of 2004).

**OTHER STATUTES** which impacts on the governance of the Municipality include

(the list is not exhaustive)

- The Water Services Act (Act 108 of 1997);
- The National Water Act (Act 36 of 1998);
- The Electoral Act, 1998 (Act 73 of 1998);
- The Promotion of Local Government Affairs Act (Act 91 of 1983);
- The Electricity Act (Act 41 of 1987);
- The Promotion of Access to Information Act (Act 2 of 2000);
- The Promotion of Administrative Justice Act (Act 3 of 2000);
- The National Health Act (Act 61 of 2003);
- The Occupational Health And Safety Act (Act 85 of 1993);
- The Labour Relations Act (Act 66 of 1995);
- The Basic Conditions of Employment Act (Act 75 of 1997);
- The Employment Equity Act (Act 55 of 1998);
- The Skills Development Act (Act 97 of 1998);
- The Unemployment Insurance Act (Act 63 of 2001);
- The Pension Funds Act (Act 24 of 1956);
- The Housing Act (Act 107 of 1997);
- The Prevention of Illegal Eviction from and Unlawful Occupation of Land Act (Act 19 of 1998);
- The Removal of Restrictions Act (Act 84 of 1967);
- Rationalisation of Local Government Affairs Act (10 of 1998);
- The Development Facilitation Act (Act 67 of 1995);
- The Organised Local Government Act (Act 52 of 2003)
- The Expropriation Act (Act 63 Of 1975);
- The Institution of Legal Proceedings Against Certain Organs of State Act (Act 40 of 2002);
- The Arbitration Act (Act 42 of 1965);
- The Public Audit Act (Act 25 of 2004); and
- The National Road Traffic Act (Act 93 of 1996)



## BY-LAWS

Section 156 of the Constitution assigns to municipalities the right to make and administer By-laws. Westonaria Local Municipality has promulgated the following By-laws:

BY-LAW TITLE	SCOPE
Informal Traders selling goods, Food-Informal Traders selling goods and Food-Vendors	Regulates the activities of Informal Traders selling goods, Food- Informal Traders selling goods and Food-Vendors
Posters	Provisions relating to the requirements for the posting of posters, time periods, removal, types and prohibits.
Hire of Halls	Provisions relating to the hiring and use of the different municipal halls
Cemetery	Establishment of a cemetery, admission of visitors, prohibited acts, graves, funerals, exhumation of bodies, re-opening and care of graves, etc.
Library	Regulates membership and use of the public libraries
Public Health	Health Conditions relating to general sanitation.
Refuse (Solid waste)	Provisions relating to the service for the collection and removal of business and house refuse from the premises.
Drainage	Provisions relating to drainage installations and fittings.
Electricity	Control & measures regarding the connection and supply of electricity
Health By-laws for Pre-school Institutions.	Health requirements applicable to pre-school institutions.
Public Amenities	Regulates the use of public amenities in the municipality.
Street & Miscellaneous	Provisions relating to actions in or alongside streets.
Water Supply	Supply of water by the Council, metered supplies, water installations, fire extinguishing services, etc.
Street Trading	Provisions relating to the trading in public and designated areas.

FOREWORD by the Municipal Manager: Mr George Seitisho

In the quest to be the Town of Choice in Gauteng for visitors, residents and investors, Westonaria Local Municipality was rated as the best municipality in the province according to the Empowerdex Service Delivery Index (Munidex) survey. The survey measures the performance of municipalities, district councils, metropolitan municipalities and provinces on actual delivery (status index) as well as improvements in delivery over a period of time (the improvement index).

For a second year in a row, Westonaria Local Municipality received an unqualified audit report for the 2008/2009 Financial Year from the Auditor General. This achievement means that the Municipality has complied with the accounting standards as stipulated by National Treasury. This achievement will serve as basis for future improvement of performance in the search for excellence and to address the concerns raised by the Auditor-General.

The Minister for Cooperative Governance and Traditional Affairs, Sicelo Shiceka said by 2010 all municipalities across the country ought to have clean audit reports and maintain systems that will sustain quality financial statements and management information.

In this current Financial Year, the Municipality has met the 2010 water and sanitation deadline. People residing in the informal settlements of Bekkersdal and Thusanang now have safe and reliable water to drink and ventilated improved pit latrines. The Municipality also received a Blue Drop certification status for water quality from the Department of Water Affairs. The Blue Drop status indicates that the town's drinking water is excellent and consumers will be secured in the knowledge that wastewater is managed and discharged in a sustainable, environmentally acceptable manner.

Westonaria will endeavour to make the best of the little resources it has at its disposal. The Municipality has been facing financial constraints that have affected service delivery in the area. Poor payment levels are affecting revenue position of the municipality, I therefore appeal to residents of Westonaria to pay for services timeously so that service delivery can be accelerated, as the Municipality cannot depend solely on grants it receives from Treasury.

The Municipality has been facing challenges with removing waste on a regular basis and illegal dumping sites have mushroomed all over town. To address this challenge, the Bekkersdal Urban Renewal Project (BURP) donated two trucks to the Municipality to assist with waste collections and for their generosity, we are grateful as Municipality. This will ensure that waste is collected timeously. I appeal to the residents to assist the Municipality with ensuring that their surroundings are clean, as this will help prevent the spread of diseases.

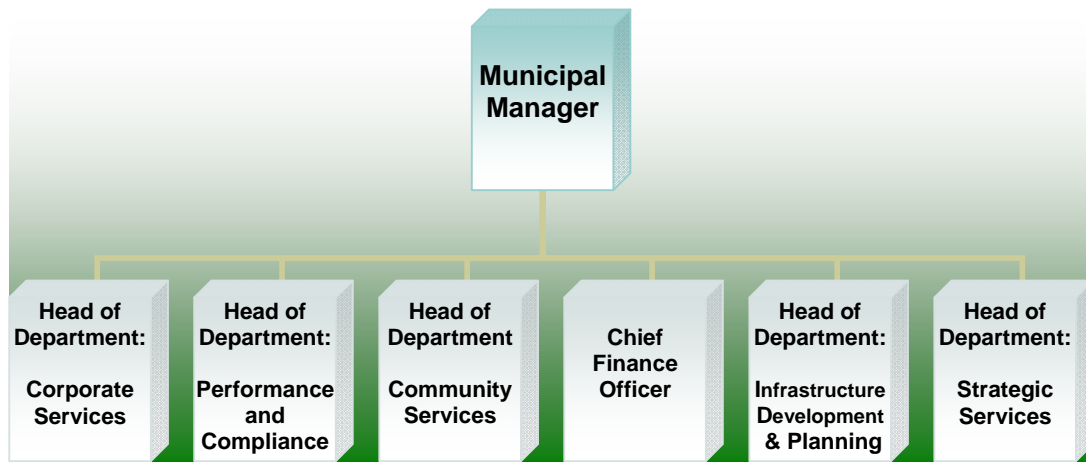
On a sad note, one of Bekkersdal's residents, a nursing sister at Morningside Medi-Clinic passed away due to viral haemorrhagic fever (VHF). Fortunately, the disease was monitored and contained because of coordinated efforts between the Municipality, West Rand District Municipality and the Department of Health.

In ensuring that good corporate governance takes place, performance contracts for the Municipal Manager and Section 57 appointees were signed for the 2008/2009 Financial Year.

I would like to thank you all the employees of Westonaria Local Municipality for their hard work and dedication. All the great compliments that the Municipality is receiving, are due to your willingness to oversee the lives of others improving for the better.

I appeal to all the employees to continue to working hard in the 2009/2010 Financial Year to ensure the dream of becoming the **"Town of Choice in Gauteng"** will become a reality.

# ADMINISTRATIVE STRUCTURE



## ORGANISATIONAL MANAGEMENT

### CORPORATE SERVICES

- Administrative & Facility Management Services
- Legal Services
- Human Resource Management
- Property & Town Planning
- Housing
- BRP

### PERFORMANCE & COMPLIANCE / INTERNAL AFFAIRS

- Performance Management System
- IT Infrastructure & Process Management
- Integrated Development Plan
- Internal Audit

### COMMUNITY SERVICES

- Health & Social Development (HIV & AIDS)
- Waste Management, Parks & Cemeteries
- Sports, Recreation, Arts & Culture (Libraries & Info Services)
- Public Safety & Security
- Disaster Management

## **FINANCE**

- Financial Planning
- Revenue
- Expenditure
- Income, Debt Collection, Property Rates & Taxes
- Budgets
- Asset Management

## **INFRASTRUCTURE DEVELOPMENT & PLANNING**

- Water & Solid Waste
- Electricity
- Roads & Stormwater
- Mechanical Workshop, Building Plans

## **STRATEGIC SERVICES**

- Procurement / Supply Chain Management
- Local Economic Development & Tourism
- Communication and Marketing
- Project Management (MIG Funding)

### THE PURPOSE OF THE ANNUAL REPORT OF WESTONARIA LOCAL MUNICIPALITY FOR THE 2008/09 FINANCIAL YEAR IS -

- To provide a record of the activities of the municipality during the financial year to which the report relates;
- To provide a report on performance against the budget of the municipality for the financial year and
- To promote accountability

#### The two main documents that are relevant in this context are:

- The Integrated Development Plan, drawn up to guide development in the 2008/09 Financial Year; and
- The Financial Statements for 2008/2009

#### This report will therefore reflect on:

- The targets set in the IDP for the 2008/2009 Financial Year, and
- Progress achieved during 2008/2009 and the goals and objectives for 2008/2009

## Consideration of this Report by way of an “Oversight” Process

The tabling of the Annual Report will follow an extensive process by the Municipal Council over the next two months.

During this period public consultation and inputs will be obtained and all stakeholders will be welcome to provide inputs and comments.

These inputs will form part of the oversight role of non-executive Councillors in compiling an Oversight Report.

This Oversight Report will make recommendations to the Municipal Council and will conclude in proposing that the Annual Report for the 2008/09 Financial Year:

- Be approved: or
- Be amended and approved; or
- Not be approved.

Documents will be available at the following libraries of Westonaria Local Municipality

- Westonaria
- Glenharvie
- Bekkersdal

## PERFORMANCE HIGHLIGHTS

PLEASE TAKE NOTE:

THE PERFORMANCE OF SECTION 57 MANAGERS FOR THE FINANCIAL YEAR 2008/09 ENDED JUNE 2009 HAS NOT YET BEEN ASSESSED.

THE ASSESSMENT PROCESS HAS BEEN SCHEDULED TO TAKE PLACE DURING THE FIRST WEEK OF FEBRUARY 2010.

IT IS THEREFORE PROPOSED THAT THE DRAFT ANNUAL REPORT BE SUBMITTED FOR CONSIDERATION EXCLUSIVE OF THE ASSESSMENT REPORT.

IT IS FURTHER PROPOSED THAT AN ADDITIONAL EXTRAORDINARY MAYCOM AND COUNCIL MEETING BE ARRANGED FOR THE SUBMISSION OF THE ASSESSMENT REPORT AT THE MOST EARLIEST CONVENIENCE OF ALL STAKEHOLDERS FOR THE POSSIBLE INSERTION OF THE ASSESSMENT REPORT IN THE ANNUAL REPORT TO ENSURE COMPLIANCE.

# 2008/09 INTEGRATED DEVELOPMENT PLAN (IDP)

## INTRODUCTION

The Integrated Development Plan (IDP) and the Budget are two important documents adopted and used by Council.

The IDP is the principle strategic planning instrument guiding and informing planning and development.

The IDP indicates Council's commitment to achieve the objectives of local government as set out in the Constitution of South Africa. It reflects the areas of future focus and development aligned to national and provincial governments' aims and objectives as well as the development policies of neighbouring towns. The budget is the instrument ensuring that the commitment reflected in the IDP is supported by funds and executed within the proposed timeframes.

## CORE COMPONENTS OF AN IDP

The core components of the IDP reflect Council's:

- Vision for long term development with special focus on the most critical development and transformation needs;
- Development priorities and objectives for its elected term;
- Operational strategies; and
- Key Performance Indicators (KPIs) and performance targets

The 2006/07 Financial Year represented the start of the new five year cycle. This cycle provided Council, elected in March 2006, the opportunity to adopt a document aligned to its strategic objectives. For the 2008/09 Financial Year, the period under review, the 1<sup>st</sup> Review of the IDP for 2007 to 2012 is looked at.

## EXECUTIVE SUMMARY OF THE IDP

### ROLE PLAYERS

Councillors and officials participated on local, regional and provincial levels to address the identified backlogs, improve service delivery, promote local economic development and ensure good governance and accountability.

The various Departments of Council identified their development goals, strategic issues and provided objectives. These plans are supported by the Budget and are also reflected in the Service Delivery and Budget Implementation Plan (SDBIP) of Council.

- It is reported that various programmes and policies are in place to address the needs of the previously disadvantaged and promoting local economic development namely: the Expanded Public Works Programme (EPWP) applied during capital projects, women empowerment,
- a supply chain management unit was established and is operational allowing contractors to register their businesses with Council on a database.
- The indigent policy allows for free access to basic services, etc.



The Bekkersdal Renewal Project (BRP) is in its 6<sup>th</sup> year. The focus was on relocating the informal settlements to Westonaria South, Droogeheuwel, Middelvlei and Syferfontein. It is reported that most of the backlogs, an estimated 16 000 households, experienced within greater Westonaria are linked to the informal settlements in Bekkersdal, Waterworks and Thusanang which are to be relocated to the said areas.

## **LOCAL ECONOMIC DEVELOPMENT (LED)**

With regard to local economic development the Nguni cattle project with an administrative building next to the R28 did not realize to its potential. The hydroponic project, however, situated next to the R28 towards Randfontein confirms investment in the area.

## **SPATIAL DEVELOPMENT FRAMEWORK**

The Spatial Development Framework provides a picture of land uses, the urban edge and activity nodes. An application was lodged for an industrial/commercial township in Zuurbekom, north of the N12, in an easterly direction towards the City of Johannesburg.

The West Rand Agricultural Holdings (WRAH) is earmarked for a future high density residential development on the smallholdings. The development is subject to the installation of the new sewer line by the City of Johannesburg having sufficient capacity to include the above-mentioned developments and to the necessary cross-boundary services agreements.

## **STRUCTURES**

The Provincial Technical Steering Committee (TSC) and Technical Working Groups initiated by Gauteng Department of Local Government were established to coordinate the IDP process on provincial level and for reporting on provincial and national planning initiatives.

The West Rand IDP Coordinators Forum improves relations and co-ordinates planning within the region.

The IDP Steering Committee representing the various interest groups of the community assisted with prioritization of projects on the budget and keeping the community informed of meetings and progress made.

The Westonaria Mining Forum, launched October 2007, with the aim of improving relations and enhancing communication amongst the major stakeholders within the area is still functional. The Forum assists with the alignment of the Social Labour Plans (SLPs) of the mines in the area with issues reflected in the IDP.

## **PLANNING**

	<b>Projected 2007/08 R</b>	<b>Budget 2007/08 R</b>	<b>Budget 2008/09 R</b>	<b>Actual 2008/09 R</b>	<b>Budget 2009/10 R</b>	<b>Budget 2010/11 R</b>
<b>REVENUE BY TYPE</b>						
Property Rates	-17,350,853	-17,318,887	-18,358,020	-18789,808	-19,459,501	-20,627,072
Service Charges	-68,985,801	-71,856,149	-26,210,395	-99,074,932	-33,783,018	142,110,000
Rental Property & Equipment	-868,151	-1,037,882	-1,875,694	-428552	-1,956,241	-2,073,615

Interest earned - external investment	-540,101	-529,280	-561,037	-1,220,878	-594,699	-630,381
Interest earned - outstanding debtors	-3,504,051	-3,500,151	-3,710,160	-7,095,897	-3,932,770	-4,168,736
Fines	-251,711	-491,276	-401,368	-574,271	-425,450	-450,977
Licenses & Permits	-3,216,686	-3,152,824	-3,783,388	-4,481,661	-4,010,391	-4,251,015
Agency services	0	0	0	0	0	0
Government grants & Subsidies	-43,419,827	-43,186,597	-53,170,002	-91,151,273	-65,702,584	-80,652,639
Other income	-2,065,074	-3,250,857	-3,350,210	-2,554,619	-3,551,223	-3,764,296
<b>Total revenue</b>	<b>-40,202,254</b>	<b>-44,324,114</b>	<b>-11,420,273</b>	<b>-25,371,841</b>	<b>-33,415,877</b>	<b>-58,728,730</b>

During the 2007/08 Financial Year ward-based planning was introduced. This approach reflected on services offered in the various wards, as well as planned capital projects and crime hot spots. The aim of the initiative was to assist with future developments and projects. The same approach was once gain followed to streamline planning.

The 1<sup>st</sup> Review of the IDP 2007 – 2012 is a working document guiding the programmes and projects of Council. However, it is also a living document requiring annual revision aligning it to matters identified by the community and the latest developments within the region and province.

The Revenue Budget for the Financial Years 2007/08 to 2010/11

*Table 1: Revenue Budget*

## EXPENDITURE BUDGET

Having established the revenue framework, the expenditure framework must be drawn up from the strategic plans / IDP and the functional operational plans.

The zero-based type of analysis where all activities are open to review at budget time allows an opportunity to reallocate resources and avoid continuous growth in budgeted expenditure.

The expenditure budget consists of operating service delivery items and provides inter alia for the following:

- Salaries and Wages – Employee Related Costs
- General Expenses
- Repair and Maintenance
- Capital Charges
- Contributions to Capital Outlay
- Contributions to Funds

## SUMMARY OF EXPENDITURE BUDGET

The Operating Expenditure budgets for 2007/8 to 2009/10 Financial Years based on the above assumptions are reflected in Table 2 below:

	<b>Projected 2007/08 R</b>	<b>Budget 2007/08 R</b>	<b>Budget 2008/09 R</b>	<b>Actual 2008/09 R</b>	<b>Budget 2009/10 R</b>	<b>Budget 2010/11 R</b>
<b>EXPENDITURE</b>						
Employee related costs	63,999,053	66,387,127	71,433,789	72,716,028	75,719,816	80,263,005
Remuneration Councillors	6,422,244	6,426,742	6,855,603	6,616,175	7,266,939	7,702,956
Debt	0	0	0	19342,010	0	0
Collection Costs	936,398	960,000	1,017,600	708,571	1,078,656	1,143,375
Depreciation	1,259,366	1,411,466	2,063,316	5,904,052	2,987,115	4,166,342
Repairs & Maintenance	9,175,675	9,396,342	11,485,426	9,733,879	11,574,552	13,369,025
Interest on external borrowings	5,421,644	6,791,729	7,324,002	7,309,320	9,187,323	11,938,562
Bulk Purchases	35,498,771	36,014,776	83,589,145	70,680,545	89,907,353	96,274,595
Contracted services	2,991,376	3,902,241	5,601,474	6,405,810.	5,937,562	6,293,816
Grants & Subsidies paid	0	0	0	2,794	0	0
General Expenses - other	8,679,348	7,974,563	20,467,482	20,802,052	25,762,386	21,808,130
<b>Total expenditure</b>	<b>134,383,874</b>	<b>139,264,986</b>	<b>209,837,837</b>	<b>220,221,236</b>	<b>229,421,702</b>	<b>248,959,806</b>

*Table 2: Operational Expenditure*

During the public participation process frequent requests from the community are how community development, community participation, HIV/AIDS programme, sports development, etc will be addressed.

These programmes are addressed via the Operating Budget.

Gender & Youth Development	Skills Development (Women)
Sport Development ( Sport Clinics)	HIV/ AIDS Programme
Media & Marketing	Crime Prevention
Communication Strategy	2010 World Cup Initiatives
Community Empowerment & Participation	Performance Management System
Empowerment of Councillors & Council Committees	Rehabilitation of the Environment
Poverty Alleviation, Free Basic Services (FBS),	Job Creation (Expanded Public Works Programme)
Indigent Support, Rebate to Pensioners on	
Assessment Rates & Ons Spens and Food Gardens	
(Simunye)	

## CAPITAL BUDGET

The driving force behind the implementation of the Council's strategies is the Integrated Development Plan (IDP). Legislation requires that the consultation process with the community has to be taken into account when compiling the municipal budget. The capital budget is based on the capital development priorities approved in the IDP.

The capital budget consists of the non-operational needs of the community. Assets with a life span of more than one year can be classified as capital expenditure and are procured according to Council's procurement policy.

A summary of the Capital Budget by financing source for 2008/09 to 2011/2012 reflects on the sources of income for the capital projects.

<b>SOURCE OF INCOME</b>	<b>2007/08 R mil</b>	<b>2008/09 R</b>	<b>2009/2010 R</b>	<b>2010/2011 R</b>	<b>2011/2012 R</b>
Internal / External Loans	8,81	20,451,952	13,125,916	19,231,418	15,145,459
WRDM	8,0	7,305,440	8,035,984	8,839,582	9,723,541
Grant DLG (IT System) Roll over		931,520	3,700,000	3,100,000	3,000,000
MIG Grant	R38,86	29,659,200	38,886,968	38,464,000	31,502,000
Grant DLG (Library)		250,000	0	0	0
Grant NER			11,000,000	6,000,000	0
<b>TOTAL</b>	<b>55,67</b>	<b>58,348,112</b>	<b>63,748,868</b>	<b>69,635,000</b>	<b>59,371,000</b>

Table 3: A summary of the Capital Budget by financing source for 2008/09 to 2011/2012

Most of the capital projects were executed by the Department: Infrastructure Development & Planning and the Department: Community Services. The projects funded by the Municipal Infrastructure Grant (MIG) were completed as planned.

## MAJOR CAPITAL PROJECTS WITH A COMMUNITY INTEREST FUNDED FOR 2008/2009

<b>MUNICIPAL INFRASTRUCTURE GRANT (MIG)</b>		<b>COUNCIL &amp; OTHER SOURCES</b>	
<b>Project</b>	<b>Amount millions</b>	<b>Project</b>	<b>Amount millions</b>
Water	R5,5	Vehicle Fleet	R5,5
Pre-paid water meters	R9,0	Electricity: Mc Gregor Substation	R1,4
Roads & Storm-water	R8,3	Electricity: LV Distribution Panels	R1,2
Solid Waste (disposal, transfer & processing)	R1,0	Generators for emergency situations	R1,0
Cemeteries & Mortuaries	R3,9	Electrification: Libanon Landfill Site	R4,1
Municipal Building	R1,4	Outfall Sewer Pumps	R3,1
Sport Complexes	R0,3	Roads: Resurfacing Roads	R1,5
<b>COUNCIL &amp; OTHER SOURCES</b>		Replacement of Roofs – Banquet Hall Complex	R1,00
<b>Project</b>	<b>Amount millions</b>	Upgrading Cemetery: Westonaria	R0,5
Upgrading of Parks	R0,2	Electronic Waste Transfer Station	R0,4

COUNCIL & OTHER SOURCES		COUNCIL & OTHER SOURCES	
Project	Amount millions	Project	Amount millions
GIS Upgrade	R0,4	Skip Bins	R0,4
CIPAL Pilot Project (Computer software) & Infra-structure	R0,7	85 lt Bins –Solid Waste Management	R0,1
Upgrading Walkways	R0,5	Ablution Facilities: Pump station	R0,25
Painting: Bekkersdal Municipal Buildings & Banquet Hall	R0,5	Furniture, Computers, Equipment, Upgrading and Maintenance –	R1,2

*Table 4: Major Capital Projects with a community interest funded for 2008/2009*

## **IMPLEMENTATION OF THE SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP)**

The Service Delivery and Budget Implementation Plan (SDBIP) for the 2008/09 Financial Year was availed to the public for comment and information. The SDBIP serves as a tool to guide implementation of capital projects. Specific timeframes and outcomes are provided for the projects.

The SDBIP on a quarterly basis is submitted to Council to reflect on implementation, achievement and shortcomings. It was during the 2<sup>nd</sup> quarter that it became evident that Westonaria Local Municipality will not be able to meet all its obligations due to financial constraints and that a number of projects were put on hold.

An executive summary of the SDBIP focusing on the 4th Quarter is provided.

## **PROCESSES**

### **PREPARING FOR THE 2008/09 FINANCIAL YEAR**

During November 2007, the Executive Mayor, Cllr M A Khumalo, conducted Mayoral Imbizo's consulting with the various wards and interest groups. A draft IDP was submitted to Council for approval in March 2008 reflecting on the draft 2008/09 Budget and implementation of strategies. The IDP was forwarded to the MEC for Local Government, Ms Qedani Malhango and other institutions for public comment as required by legislation.

During May 2008 communities were informed of projects included in the 2008/09 budget, projects planned for their wards and greater Westonaria.

The final IDP was tabled at the Council meeting held in May 2008. The approved document was forwarded to MEC of Local Government, national and provincial treasury for comments.

The MEC for Local Government, in her comments requested a bigger focus on the following:

- Agriculture and Agro-processing be addressed to assist with diversifying the economy
- Service delivery backlogs be clearly indicated
- Implementation of the Municipal Property Rates Act
- Development of a Human Resource Policy with the aim to retain scarce and critical skills
- Ward Committee system to be improved
- Closer co-operation with the West Rand District Municipality in implementing the Intergovernmental Relations (IGR) Act.

## **PREPARING FOR THE 2009/2010 FINANCIAL YEAR**

During February 2009 the Speaker, Cllr L Kolisi conducted public ward meetings consulting with the various wards, reporting on the achievements of Council regarding implementation of capital projects on the 2008/09 budget, listening to their needs and concerns and addressing it as mentioned.

A draft IDP focusing on the 2009/10 financial year was submitted to Council for approval in March 2009 and forwarded to the MEC for Local Government, Ms Q Malhango and other institutions for public comment as required by legislation.

During May 2009 communities were informed of projects included in the 2009/10 budget, projects planned for their wards and greater Westonaria.

The 2<sup>nd</sup> Review of the IDP reflecting on the 2009/10 Financial Year was tabled at the Council meeting held in May 2009. The approved document was forwarded to the MEC of Local Government and Housing, national and provincial treasury to start their analysis of the information.

## PROJECT MANAGEMENT UNIT ANNUAL REPORT 2008/2009

### FOREWORD

The objective of the Project Management Unit (PMU) is to ensure responsible expenditure within a carefully planned infrastructure plan, whilst ensuring a high quality output with sustainable (long-term) infrastructure cycle.

Infrastructure grants were managed by different departments in the past. They were uncoordinated and fragmented. Municipalities were often not in control of infrastructure projects within their area of jurisdiction. This defeated the purpose of cost effective planning and integrated service delivery.

The Municipal Infrastructure Grant (MIG) was designed to overcome these challenges.

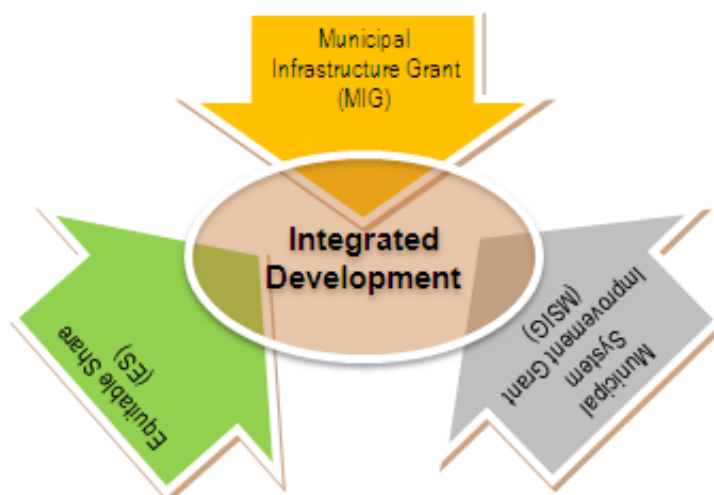
The MIG approach is to simplify the system of transfers to municipalities. The system is designed to:

- Support the capital budgets of municipalities;
- Facilitate integrated development planning; and
- Allow flexibility in budget programming.

There are three major categories of national allocations to local government. All three these grants are aimed at supporting the delivery of basic services and alleviating poverty:

- Without infrastructure there can be no services provision
- Without institutional capacity and systems municipalities will not be able to plan and implement infrastructure projects, and they will not be able to provide services
- Without the equitable share grant, municipalities may not be able to provide free basic service to poor households.

The grants are therefore complementary and the successful use of one grant impacts on the successful use of another grant.





## **INTRODUCTION**

This report gives an overview on the Project Management Unit funded by the Department of Local and Provincial Government – **Municipal Infrastructure Grant**. This also serves as information for the implementation of the funds within the Municipality for the 2008/2009 Financial Year.

## **BACKGROUND**

The establishment of a consolidated grant mechanism referred to as the Municipal Infrastructure Grant (MIG), was approved by Cabinet on 5 March 2003, after being supported by organized Local Government and a range of public and private agencies, including the Finance and Fiscal Commission.

Starting in 2003/04 the MIG was fully established in 2004/05 through the merger of the Consolidated Municipal Infrastructure Programme, the Local Economic Development Fund, the Water Service Capital Grant, the Community Based Public Works Programme, the Building for Sports & Recreation Programme and the Urban Transport Grant.

The purpose of the MIG is to alleviate poverty in the country and therefore infrastructure development is to be provided in such a way that employment is maximized through labour intensive construction methods. Opportunities are created for enterprises to flourish.

The municipal infrastructure grant is aimed at providing all South Africans with at least a Basic Level of Service by the year 2013 through the provision of Grant Finance, aimed at covering the capital cost of basic infrastructure for the poor.

This programme required Westonaria to set-up / establish a management structure (Project Management Unit – PMU) for the dedicated implementation of MIG, to produce all the necessary reports monthly and attend all the provincial coordination meetings (amongst other duties).

The PMU is funded from the MIG Capital Grant allocation made to the municipality. The funding for the PMU is subject to a minimum of 0.5% and a maximum of 5% to the limit of R 3.5 million of the total grant allocation for the PMU. The business plan for Westonaria Local Municipality allowed for a 5%, up to the 2007/2008 Financial Year where after in the 2008/2009 Financial Year it was revised and only 4% was allocated to the PMU.

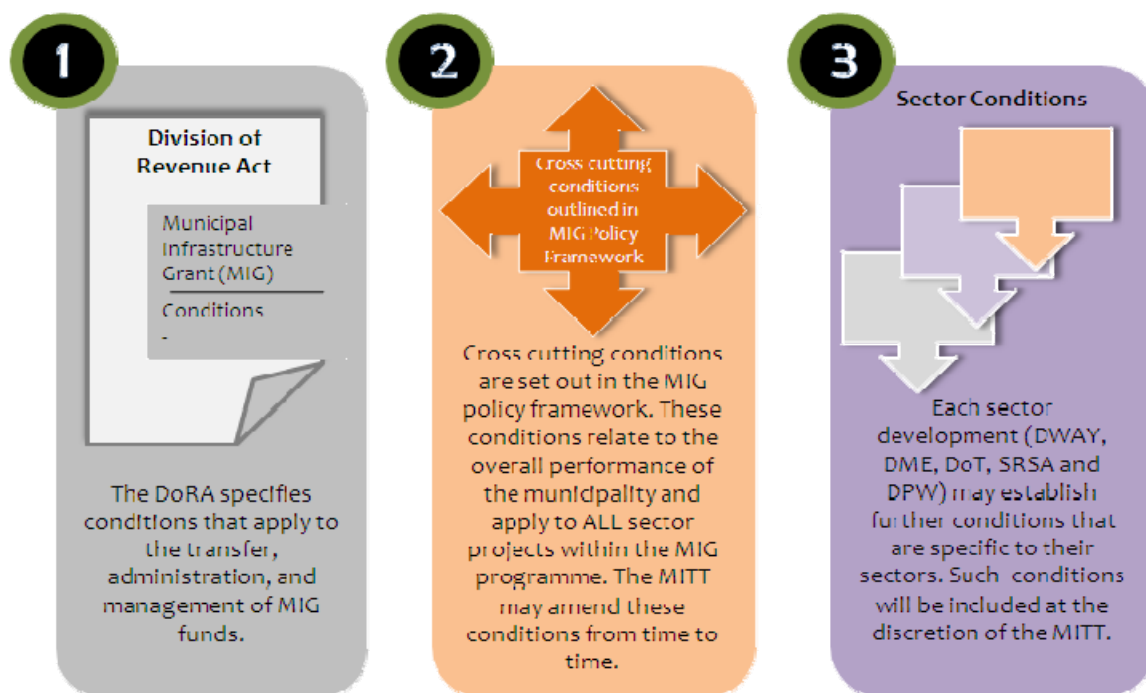
## **OVERALL DESCRIPTION OF THE PROGRAMME**

### **PROGRAMME HISTORY**

Westonaria Local Municipality was allocated funds to implement this programme (MIG) and had to meet all the conditions to enable access to the MIG funds. MIG is a conditional grant.

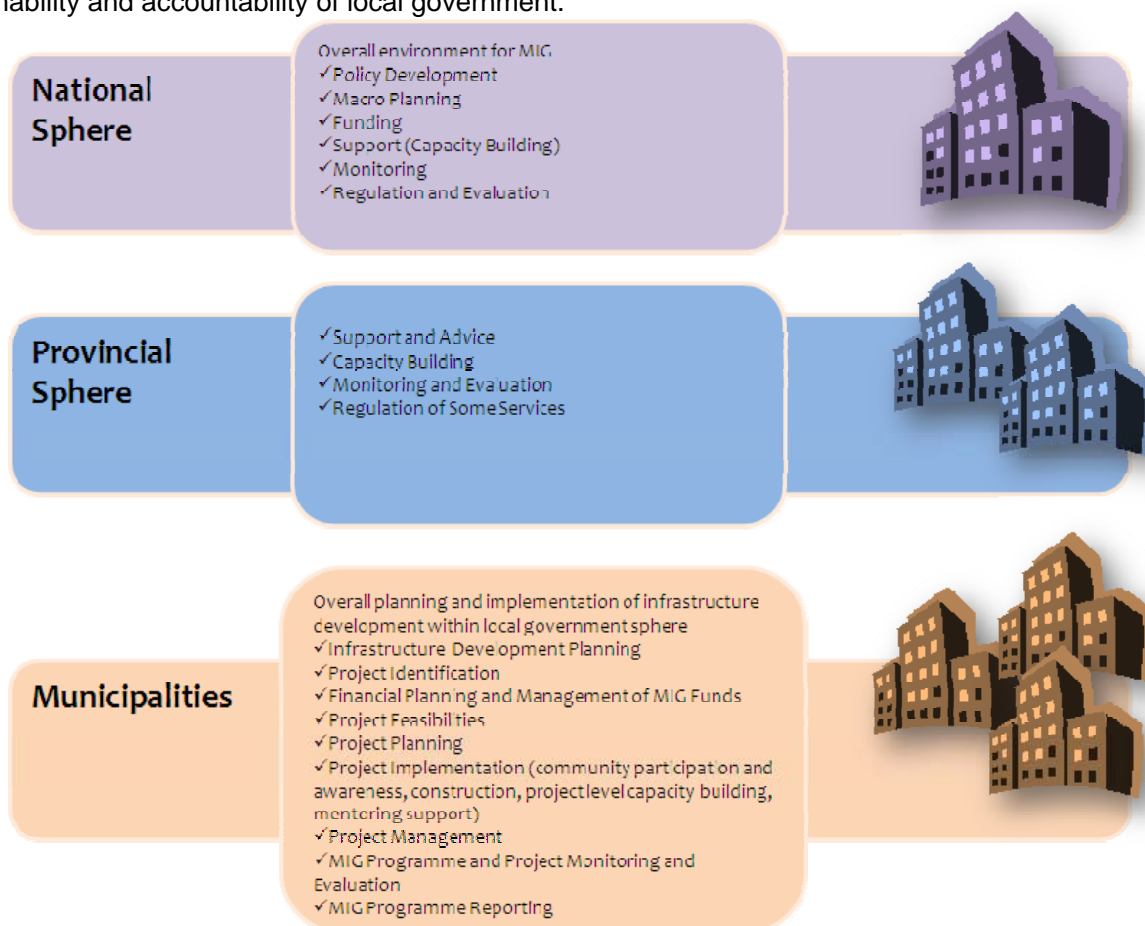
Conditions were applied to ensure that Westonaria Local Municipality appropriately addresses the objectives and parameters of this Policy Statement.

The conditions seek to avoid placing an undue burden of compliance on the Municipality.



## I. PROJECT/PROGRAMME CONCEPT, DESIGN AND PLAN

The entire approach of MIG is focused on improving the capacity, efficiency, effectiveness, sustainability and accountability of local government.



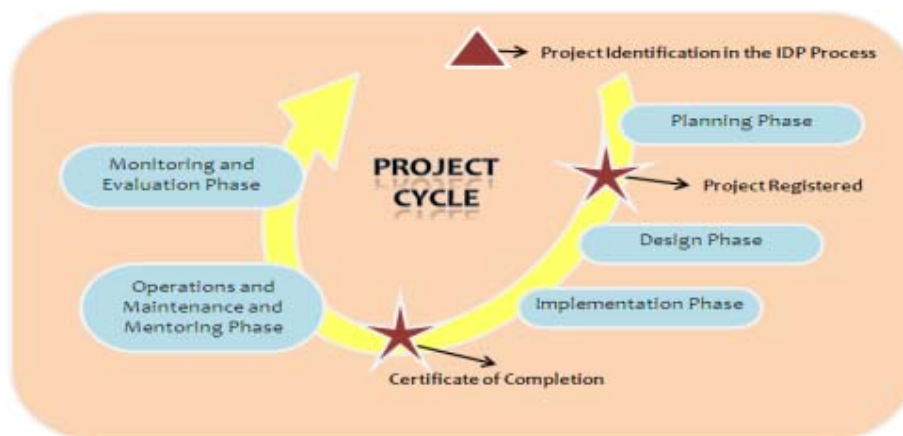
## MIG ALLOCATIONS FOR FINANCIAL YEAR 2005 - 2012

The PMU is funded from the MIG Capital Grant allocation made to municipalities. The funding for the PMU will be subject to a minimum of 0.5% and a maximum of 5% to the limit of R 3.5 million of the total grant allocation for the PMU.

Financial Year	Allocation	PMU %	PMU ALLOCATION
2005/2006	R 26,742,508.97	5	R 1,337,125.45
2006/2007	R 23,405,742.00	5	R 1,170,287.10
2007/2008	R 23,211,000.00	5	R 1,160,550.00
2008/2009	R 30,895,000.00	4	R 1,235,800.00
2009/2010	R 38,639,000.00	4	R 1,545,560.00
2010/2011	R 45,057,000.00	4	R 1,802,280.00
2011/2012	R 54,184,000.00	4	R 2,167,360.00

## KEY ELEMENTS OF THE PROJECT CYCLE

To ensure effective implementation and management of capital projects, all projects should go through the following phases:



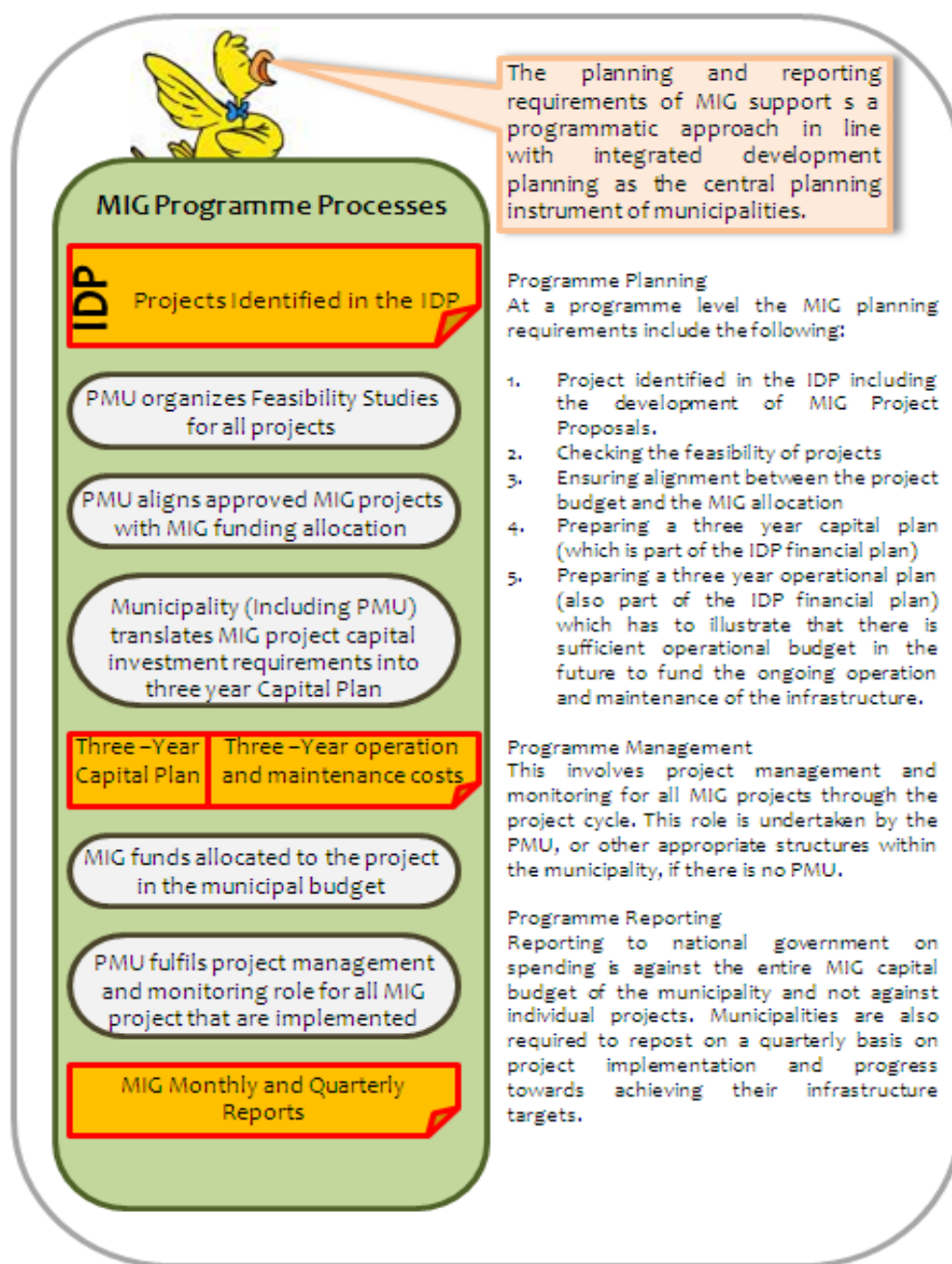
## MIG AND SUSTAINABILITY

Municipal services are sustainable if:

- The infrastructure operates and is used efficiently and effectively;
- The benefits of the services continue to be realized over a long period of time where the quality, quantity, convenience and level of service do not decrease with time;
- The infrastructure is maintained in a condition which ensures a reliable service;
- All operational, maintenance and replacement costs are covered;
- Associated natural resources (i.e. water) are not over-exploited but are developed in a sustainable way;
- The management of the services is institutionalized;
- There is access to sufficient support;
- There are no negative effects to the environment; and
- There are no unplanned external interventions

## MANAGING MIG AS A PROGRAMME

MIG will not fund specific projects however it is designed to complement the capital budgets of municipalities.



## MIG PROJECTS

Westonaria Local Municipality submitted 65 MIG Business Plans for the Financial Year 2005/06 to 2009/10 to a total value of R 409,573,777.94. Municipal approval has been concluded with the full incorporation into the IDP.

However 12 of the projects captured on the MIS have yet to be approved by National Government.

In accordance with the DORA, the total allocation to Westonaria Local Municipality in terms of the MIG 2008/2009 Financial Year amounts to R 30,895,000.00. In terms of the MIG formulae, an additional category is identified namely: allocation to nodal municipalities (category N). Owing directly to the fact that this category is not applicable to Westonaria Local Municipality, the 5% allocation has been rolled-up into Category B.

Westonaria Local Municipality did not submit any projects under Social Institutions & Micro Enterprises (Category E) this allocation of 5% was then transferred to Category B. As well as the adjustment of 5% to 4% for the PMU and the remaining 6.9% on the Public Municipal Service (Category P) was all moved to Category B.

## FINANCIAL YEAR: 2008/2009

The R 30,895,000.00 (2008/2009) initially allocated to Westonaria Local Municipality was fully expended, with 62.3% that went to Water and Sanitation Projects, 23.5% to Roads and Storm water, 10.2% to Public Services i.e. Municipal Buildings and Taxi Ranks, 0% to Social and Community Services i.e. Parks, Sports Complexes and the MPCC with the remaining 4% to PMU Implementation. These percentage based division of funding is used as a guideline throughout each financial year.

Projects	Allocation	Status Of Phases
	R30,895,000.00	
PMU (Establishment and Operation)	R 1,235,818.00	Completed
Upgrading Westonaria Solid Waste Disposal Site	R 3,272,302.06	Completed
Installation of Pre-paid water meters	R 9,087,428.00	Completed
Construction of waste processing plant	R 0.00	Completed
Upgrading Council Chambers	R 1,479,464.27	Completed
New Zuurbekom Sewer Outfall Pipeline & Pump Station	R 3,383,332.26	Completed
Establishment of new Cemetery in Simunye	R 1,480,870.93	Completed
Storm water Zuurbekom	R 1,186,347.05	Completed
Construction – Simunye internal roads	R 3,912,686.27	Completed
Water and Sanitation for Thusanang	R 5,537,100.00	Completed
Services Development Simunye 114 stands	R 0.00	Completed
Venterspost/Replacement of outfall sewer & Pump Stations	R 319,651.16	Completed

## AMOUNT ALLOCATED FOR THE PAST FOUR YEARS

	2005/2006	2006/2007	2007/2008	2008/2009
Approved budget amount	R 26,742,508.97	R 23,405,742.00	R 23,211,000.00	R 30,895,000.00
Spent budget amount	R 20,801,299.20	R 29,346,951.77	R 23,211,000.00	R 30,895,000.00
Difference	R 5,941,209.77	- R 5,941,209.77	R 0.00	R 0.00

With the PMU Manager only appointed on 1 July 2006, the allocated funds (R 26,742,508.97) for the 2005/2006 Financial Year were not fully expended by March 2007. However as indicated above, the expenditure was carried over to the 2006/2007 Financial Year and was fully expended by September 2006. Where after the new allocation (R 23,405,742.00) expenditure commenced and ended fully expended on March 2007.

The PMU was fully operational and proceeding well, on budget and time since April 2007 and has been achieving 100% expenditure since.

## **KEY CHALLENGES SINCE ONSET**

Project implementation is delayed due to late approval and registration of projects and capacity constraints. Specific technical expertise (as indicated by the PMU Business plan and other communication) is needed to assist. The Technical Support via Water Group Holdings (Pty) Ltd is currently used successfully over the past two years to ensure consistent achievement of 100% MIG expenditure. \*\* This situation will be addressed during the 2009/2010 Financial Year with the appointment of permanent staff to assist with the workload and technical support.

## **ACHIEVEMENTS IN THE IMPLEMENTATION OF MIG**

The projects that are currently implemented were executed within the MIG conditions.

Westonaria Local Municipality used SMME's and local labourers, in support of local development and EPWP. In some of the projects, local labourers received training but Westonaria Local Municipality plans to create more training opportunities in future. Labour intensive construction is utilized. All Westonaria Local Municipality projects are in principle registered for the implementation of EPWP Guidelines.

Extensive Project Management and CIETS NQF 5 and NQF7 (accredited) training was attended in November 2008.

## **PART 1: EVALUATION ON PROGRESS**

### **PMU Operational**

Total Project Budget:	R 1,235,818.00
Total Expenditure (2008/2009):	R 1,235,818.00

Westonaria Local Municipality appointed a PMU Manager during November 2007. Council / PMU appointed a secretary for the Unit in June 2008. The Unit is currently functional however the need for a permanent Project/Financial Manager is still needed. The PMU could not afford to appoint more personnel at the time however the position was advertised during March 2009. A suitable candidate was chosen to commence in May 2009.

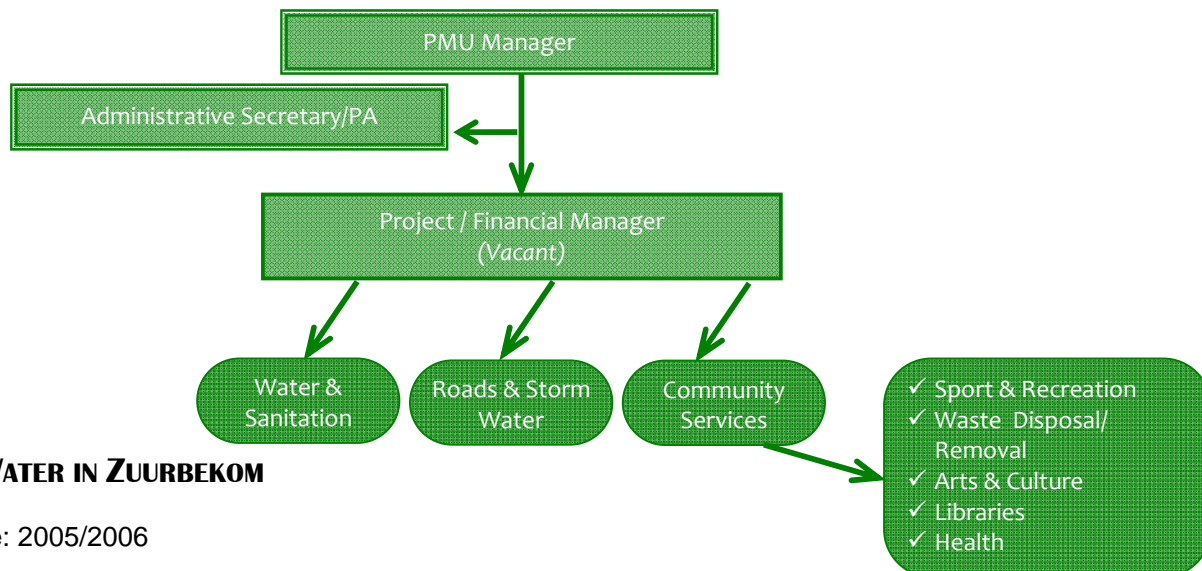
The PMU Manager received a graduate from Project Consolidate to assist with these duties on a daily basis until such time that the PMU could appoint a permanent staff member to assist in the vacant position. The offices are fully equipped with furniture and stationary. The Unit is functional for full implementation of the MIG Programme.

The PMU however had difficulty with the approval from DPLG for the PMU Business Plan 2008/2009 that was submitted on 20-03-2008. For the first two months of the Financial Year the PMU understood that the budget would be allocated on the custom 5% thus the expenditure was projected accordingly. However, this was later revised that the PMU will not be receiving the initial grant of 5% (R 1,546,750.00) for the PMU Budget.



This required more motivation as was submitted to DPLG, but not accepted. The budget was down-sized to 4% (R 1,235,800.00), providing the PMU with major constraints in terms of appointment of personnel, as well as current salaries that need to be paid according to the contractual agreement with personnel.

The Organogram below indicates the constraints of the PMU that were encountered when the funding was cut down to 4%:



## STORM WATER IN ZUURBEKOM

Start Date: 2005/2006

Total MIG Budget:	R 2,100,000.00
Total Expenditure (2005/2006 – 2007/2008):	R 1,086,455.63
Total Budget (2008/2009):	R 1,186,347.05
Total Expenditure (2008/2009):	R 1,186,347.05
Expected Project Completion:	31 March 2009
Approval No:	MIG/GTO0263/ST/05/05

The project was tendered during the 2005/2006 Financial Year and was re-advertised during 2007/2008. The contractor was appointed in November 2007 and on site in December 2007. The project was scheduled for completion by May 2008. However, the contractor that was appointed was having cash-flow problems that caused the project to stand still at times. This problem was addressed.



The contractor has submitted cession applications for the supplying of materials to Council and this was approved / signed during the week of 17 to 20 March 2008. The contractor showed a slow rate of progress due to cash flow problems. The cession will assist with the speeding up of the construction work. The progress on the natural gravel channel is 50% complete and on the concrete channel 5%. The delay is mainly due to the supply of materials (cession) and days lost due to rain. With the cession, approved materials are being supplied to the site.





The main challenge on this project will be to monitor possible risks presented by the contractor (cash flow and supply of materials). It was highly unlikely that the contractor would achieve the completion deadline of 9 May 2008. The project was completed during March 2009 and the handover was done on 17 March 2009.

## **ESTABLISHMENT OF NEW CEMETERY IN SIMUNYE**

Start Date: 2005/2006

Total MIG Budget:	R 8,100,000.00
Total Expenditure (2005/2006 – 2007/2008):	R 2,635,308.27
Total Budget (2008/2009):	R 1,480,870.93
Total Expenditure (2008/2009):	R 1,480,870.93
Expected Project Completion:	31 March 2011

Approval No: MIG/GTO300/CF (CE) 05/06

The project was identified during the 2005/2006 Financial Year as a priority project and the consultant was appointed to commence with the design of the infrastructure. Council then approached Harmony Gold Mines to assist in terms of land for the cemetery, Harmony only responded during the 2007/2008 Financial Year indicating the portion.

Council appointed Intra Consult for the Geo-Technical investigation and the company TSA for the Environmental Impact Assessment (EIA). The consultant was requested to survey the area and to arrange for the site pegs to be placed, surveyed and coordinated.

The project was then tendered and the contractor was appointed in December 2007. The project is currently underway as a roll-over project from 2007/2008 Financial Year with no interruption.

EIA/Geotechnical Report has not been completed. Tender for Phase 1 - Palisade Fencing has been awarded on 07/11/2007. Site handover took place on 30/11/2007. Site establishment is complete. Contractor installed 90m of fencing. Work on the repositioning of access road started in February 2008.

Progress on this project was regarded fast, but the rain delayed work. 1535m (88, 46%) of the 1735m 2,4m high palisade fence has been installed and 50, 24% of the building work has been completed. The gravel road must still be repositioned and work is in progress. The work on the access road has started and earthworks is 24,71% completed. The EIA was approved and the project is currently in the tender stage of Phase 2 to be implemented during 2009/2010. The implementation of this project is very critical, seeing that the other cemetery is fast reaching capacity.

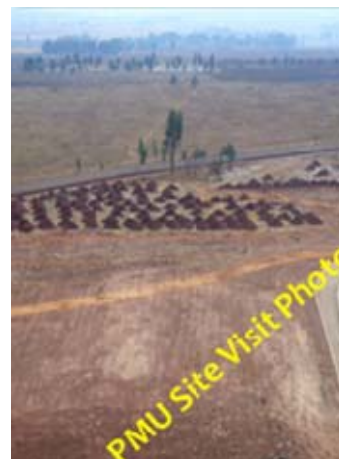
## **WESTONARIA SOLID WASTE DISPOSAL SITE – PHASE 2: RETENTION & PHASE 3: DESIGN AND IMPLEMENTATION**

Start Date: 2005/2006

Total MIG Budget:	R 13,832,478.81
Total Expenditure (2005/2006 – 2007/2008):	R 12,475,462.67
Total Budget (2008/2009):	R 3,272,302.06
Total Expenditure (2008/2009):	R 3,272,302.06
Expected Project Completion:	31 March 2011

Approval No: MIG/GTO622/SW/07/09

The first half of the retention on Phase 2 was paid during March 2008 to the amount of R 1,200.000. The second half was paid to the contractor



during August 2008 to the amount of R 485,574.68. The project then proceeded to the third and final phase with completion aimed at March 2011. The Design phase for Phase 3 commenced during March 2009. The project is currently in the tender stage and will continue throughout the 2009/2010 Financial Year.



The project commenced in the 2005/2006 Financial Year and a consultant was appointed for the design and implementation. Council again decided to implement the project in-house through the Roads Section and to execute the work as contractor. Council prepared the roads in terms of clearing and construction of the layer works.

However, Council found that funding applied for was insufficient and had to submit a request for additional funding to complete the work up to crusher level. Mogoje Civil's and Shomeni were contracted on a quotation basis to install the kerbing and Black Top Civil's were contracted to prime and pre-mix. The traffic department dealt with the road markings and signage. Due to in-house construction no retention applies.

The site for dumping was allocated during the 2005/2006 Financial Year – Libanon Landfill Site. Concrete palisade fencing around the entire site which includes the waste processing facility and access road were done. Construction was done through Council (in-house) and Black-Top Civil's sub-contracted to do the final Black-Top and pre-mix surfacing. The site will be officially handed over once final completion of the waste processing facility has been reached.

## **VENTERSPOST – REPLACEMENT OF OUTFALL SEWER AND PUMP STATION**

Start Date: 2007/2008

Total MIG Budget:	R 9,131,848.64
Total Expenditure (2007/2008):	R 776,170.68
Total Budget (2008/2009):	R 319,651.16
Total Expenditure (2008/2009):	R 319,651.16
Expected Project Completion: 31 March 2011	

Approval No: MIG/GTO623/S/06/08



The project reached the desired goal of completion of the Design Phase by the end of the 2007/2008 Financial Year. The next phase will start during the 2009/2010 Financial Year, as the project will go out on tender within 2009/2010.

A professional consultant was appointed to design and oversee the project.

The project was delayed due to late approval of the 2007/2008 Capital Budget.

The design phase completed and EIA is still pending, however confirmation on



Geo-Tech drillings has been given.

The project will meet the targeted goal of completion by the end of 31/03/2009.

Proposed route for Venterspost sewer line has been approved by the Far West Rand Dolomitic Association. The EIA Consultant was appointed and has been registered at GDACE (Ref Gaut 002/07-08/N0461). Report has been completed. The design is being finalized for tender purposes. The Municipality may have to apply for Disaster Management funding as the pipeline has been stolen and raw sewage is leaking into a sinkhole and also leaking into the soil and groundwater, creating a health hazard and environmental disaster.

Project completion date is expected by end March 2009.

## **INSTALLATION OF PRE-PAID WATER METERS**

Start Date: 2005/2006

Total MIG Budget:	R 9,787,428.00
Total Expenditure (2005/2006 – 2007/2008):	R 700,000.00
Total Budget (2008/2009):	R 9,087,428.00
Total Expenditure (2008/2009):	R 9,087,428.00
Expected Project Completion:	31 August 2008

Approval No: MIG/GTO661/07/08

The consultant was appointed for this project's first phase and the supplier procured was Lesira Tech. The project was approved and implemented during the 2005/2006 Financial Year. The project involved purchasing of pre-paid water meters and Council provided counter funding for the installation of these meters.

All the meters were purchased and delivered to Council.

The second phase was approved and implemented during 2008/2009 where pre-paid meters were purchased and Council to do the installation in-house.

## **CONSTRUCTION OF WASTE PROCESSING FACILITY**

Start Date: 2005/2006

Total MIG Budget:	R 19,747,536.76
Total Expenditure (2005/2006 – 2007/2008):	R 8,471,023.70
Total Budget (2008/2009):	R 0.00 – <i>Re-Allocated</i>
Total Expenditure (2008/2009):	R 0.00
Expected Project Completion:	31 March 2011

Approval No: MIG/GT0303/SW/05/06

The project commenced during the 2005/2006 Financial Year, based on a comprehensive design by Pro-Plan Consulting Engineers, the appointed PSP firm.

The project then went out on tender in two phases:

- Civil works and buildings; and
- Mechanical works.



The Civil Contractor (Kusundu Katina Reasomo JV) was appointed and is currently in the close-out phase of his appointment (Phase 1).

The mechanical components were procured through the tender committee, but prior to issuing of a letter of appointment; the prospective Tenderer withdrew his tender. This resulted in the request that was submitted to DPLG to reallocate the funding intended for the mechanical component to the civil works component to complete the full scope of work. The rationale for this motive was that it would take unduly long to re-tender the mechanical works.



The DPLG's approval for reallocation of the funding approved for the mechanical works to the civil works was also delayed, resulting in the roll-over of the project to the 2006/2007 Financial Year.

Additional funding was requested for the civil works and due to the late MIG transfers to the municipality, the above reallocation was requested.

All indications are that all the work on the Waste Processing Facility will be completed and the next phase will start during the 2010/2011 Financial Year.

## UPGRADING OF COUNCIL CHAMBERS

Start Date: 2005/2006

Total MIG Budget:	R 1,710,000.00
Total Expenditure (2005/2006 – 2007/2008):	R 572,535.73
Total Budget (2008/2009):	R 1,479,464.27
Total Expenditure (2008/2009):	R 1,479,464.27
Expected Project Completion:	31 March 2009

Approval No: MIG/GTO271/CF/05/05



The project commenced in 2005/2006 Financial Year. Pro-Plan Consulting Engineers was appointed for the design and implementation. The project tenders were called during May 2006, and due to internal processes and procedures the tender committee only took a decision during September 2006 on the appointment of a Contractor. Prices received exceeded the available funding and Council then decided to implement another project i.e. Bekkersdal Ring-Feed.

The project is currently under review as to the way forward and will be implemented accordingly during the 2008/2009 Financial Year.



The project went out on tender and the successful contractor has been appointed and is on site.

The project completion date is on schedule for end March 2009.



## NEW ZUURBEKOM SEWER AND OUTFALL PIPELINE AND PUMP STATION

Start Date: 2007/2008

Total MIG Budget:	R 36,129,040.10
Total Expenditure (2005/2006 – 2007/2008):	R 0.00
Total Budget (2008/2009):	R 3,383,332.26
Total Expenditure (2008/2009):	R 3,383,332.26
Expected Project Completion:	31 March 2012

Approval No: MIG/GT0916/S/08/10

The project was captured on the Municipal Information System (MIS) during November 2007; however no feedback was received from DPLG. On request from the PMU Manager to DPLG, the MIS indicated that only the first part of the document was on the system. The business plan was amended and again captured on the DPLG MIS.

The approval for the project was only obtained in November 2008 and the project design phase is well underway. The completion of the design phase is expected to be by end March 2009.

## SIMUNYE INTERNAL ROAD

Start Date: 2006/2007

Total MIG Budget:	R 6,442,907.00
Total Expenditure (2006/2007 – 2007/2008):	R 2,530,220.73
Total Budget (2008/2009):	R 3,912,686.27
Total Expenditure (2008/2009):	R 3,912,686.27
Expected Project Completion:	31 October 2009

Approval No: MIG/GTO533/06/08



The project commenced in 2006/2007 Financial Year. The design was completed and implementation started during the 2007/2008 Financial Year.

The workmanship on this project is good and progress is at a steady pace. Construction is being hampered by the relaying of electrical cables that have been installed too high to NGL. Theft of the setting out and vertical alignment pegs requires the continuous services of a surveyor before any work can start each day. Continuous rain is delaying the project. The contractor has submitted a request for extension of time. However the project reached completion by end September 2008 and the final payment certificate was handed in accordingly.

The project has been completed and the final payment will be made in January 2009.

## WATER AND SANITATION FOR THUSANANG

Start Date: 2008/2009

Total MIG Budget:	R 5,537,100.00
Total Expenditure (2006/2007 – 2007/2008):	R 0.00
Total Budget (2008/2009):	R 5,537,100.00
Total Expenditure (2008/2009):	R 5,537,100.00
Expected Project Completion:	31 March 2009

Approval No: MIG/GTO707/W, S/07/07

The project was first identified during the 2007/2008 Financial Year, and was submitted to DPLG for approval. The project was scheduled to start during March 2008; however the DWAF project that took priority for the Z-Section did not reimburse the PMU on time and caused a delay in the project.

The project commenced during April 2008 and the project is on time and work is processed efficiently.

A 3% deviation from the MIG Unit Cost and Service Levels can be motivated as follows:

- 17km out of town resulting in higher delivery and transport costs.
- Hard rock excavation to be done for water reticulation to supply standpipes.
- Labour intensive construction methods used, where possible.
- Significant increase in material, fuel, plant and labour cost since 2005 (Guide Release).
- Some of the houses need to be moved/relocated.



To ensure the timeous eradication of all buckets in the Westonaria Local Municipality jurisdiction, the financial implications for the respective areas will be as per the detailed cost estimated by the Consulting Engineer.

The project has been completed and the final payment will be made in February 2009.

A land ownership challenge developed while implementing this project and the Westonaria Local Municipality's Legal Department is currently attending to this problem.

## **SERVICES DEVELOPMENT SIMUNYE 114 STANDS**

Start Date: 2006/2007

Total MIG Budget:	R 2,103,866.67
Total Expenditure (2006/2007 – 2007/2008):	R 268,778.02
Total Budget (2008/2009):	R 0.00 – <i>Re-Allocated</i>
Total Expenditure (2008/2009):	R 0.00
Expected Project Completion:	31 March 2009

Approval No: MIG/GTO536/R, SW/06/08

The design phase of the project commenced during the 2006/2007 Financial Year. However, the project was not identified as a priority project and was carried over to the 2007/2008 Financial Year as a replacement project for the cemeteries. Implementation was a priority due to the inactivity on the cemetery project.

The project is awaiting the consent from the Council of Geo-Science and is therefore moved to the 2010/2011 Financial Year.

### **i. Schedules of work and phasing of the activities**

The progress on all of the above sites were monitored on a weekly basis and a *Project Progress* and *Site Report* was submitted on a monthly basis to the Department of Local and Provincial Government.

The abovementioned reports are available on request from the PMU Office.

### **ii. Financial management**

The PMU Office is responsible for the monitoring and administration of all the Financial Management (expenditure) that was made on the projects.

All the projects' respective claims are then submitted to the Financial Department within the Municipality for the processing and payment to the contractors and consultants of the relevant projects. These records are available on request from the Finance Department at Westonaria Local Municipality.

### **iii. Risks taken and management thereof**

Risks are being managed appropriately on an as and when basis.

## **LESSON LEARNED**

Council should not be appointed as contractor on the MIG Projects, due to low capacity and lack of expertise, as this causes delays and eventually occurred expenditure due to mistakes that are encountered and need to be corrected by an outside contractor.

# BEKKERSDAL RENEWAL PROJECT

## ANNUAL REPORT: 2008/09

### OVERVIEW

The Bekkersdal Renewal Project (BRP) was launched in 2003 by the Gauteng Provincial Government. It is a seven year plan aiming re- developing Bekkersdal formal settlement and also to relocate the Bekkersdal informal settlements from unsafe Dolomitic land to houses on safe land in Middlelelei and Westonaria South. The BRP seeks to upgrade the living conditions and human development within Bekkersdal by reducing levels of unemployment, creating a clean and healthy living environment, providing services at an affordable and sustainable level, upgrading existing housing environment and creating additional affordable housing opportunities. In August 2008 the Memorandum of Understanding was signed in order to facilitate relations between Westonaria Local Municipality and the Gauteng Department of Housing

In September 2008 the Gauteng Department of Housing experienced serious financial challenges with regard to funding the project and paying contractors. That led to work stoppage by contractors, the contractors re-started works in May 2009. Similar cash flow challenges occurred in August 2009 whereby the Gauteng Department of Local Government and Housing made a proposal to contractors on the way forward. There is uncertainty about funds for the project and the Department has not addressed these challenges to the Municipality yet.

#### 1. CONTINUATION INFRASTRUCTURE PROGRAMME JULY 2008- JUNE 2009

A	CONTRACT 1	Description	Progress
	<b>CBD &amp; MPCC Precinct</b>		
	<b>Name of contractor:</b>	Local Business Support Centre (LBSC){Phase1B}	Structure completed and the launch took place on the 05-06 June 2008
	<b>Sea Kay</b>	Precinct Development: Upgrading of 4Parks	The parks were upgraded and they have been vandalised
		Khomo Ea Hlaba Street upgrading	The left side as you enter Bekkersdal from the Taxi rank has been finalised
		Land & Streetscaping Panya & Godlo Str	The portion within the CBD precinct of Panya-Panya Street as well as the left side of Godlo Street have been paved
		Emergency Centre upgrade	It has been done and handed over to the Emergency personnel
		Upgrading Information Hub for Housing Information Office	It has been done, however it is not yet completed
		Library Precinct Contract	It has been attended to finalised and handed over to the Municipality



<b>B</b>	<b>CONTRACT 1B</b> <b>CBD &amp; MPCC Precinct</b>	<b>Description</b>	<b>Progress</b>
	<b>Name of contractor</b> <b>Qotoyi &amp;</b> <b>Moyagoitsemo</b>	Local Business Support Centre (LBSC) Phase 2	It has been done, the snag list and handover process is outstanding
		Panya & Main –streetscaping	The contractor is on site however the works have been stopped by GDoH stop
		Informal traders stalls upgrade	The matter is still to be attended to
		Year 4 project repairs(CBD, parks and taxi rank ablutions)	The project has been attended to and completed
		Sports field upgrade	The works have started, the revised plan is being implemented(the contractor has stopped works)
		Police station renovations and extensions	The contractor is about to finalise construction the roofing material is on site.(the contractor has stopped works)
<b>C</b>	<b>CONTRACT 2B</b> <b>Engineering (SW Ph 2)</b>	<b>Description</b>	<b>Progress</b>
	<b>Name of contractor</b> <b>Boxani</b>	Storm water channel (Phase 2)	The contractor has completed this part of the project
		Stand water pipes(informal settlement)	The contractor has completed this project
<b>D</b>	<b>CONTRACT 2C</b> <b>Engineering (SW Ph 3)</b>	<b>Description</b>	<b>Progress</b>
	<b>Name of contractor</b> <b>Boxani</b>	Storm water channel(Phase 3)	The contractor has completed the works on this project the snag list and handover are pending
		Upgrading of grid/outlet at Donaldson Dam(currently being done by Waste Management)	The contract is still to be awarded by DoH. A go – ahead has been received from GDACE
		Upgrading of R28 and Bekkersdal access road should be made a separate application will take approximately 6months process with Gautrans prior to planning & construction	The contractor has completed the works and handed over the project.
<b>E</b>	<b>CONTRACT 3</b> <b>Farmer support</b>	<b>Description</b>	<b>Progress</b>
	<b>Name of contractor</b> <b>Matsieng</b>	Administrative offices (The finalisation of the whole project has been suspended)	The building is complete
		Fencing	Complete and already stolen
		Cattle Handling Facility	complete
		Watering Facility	complete
		Central pivot system	It has been removed from this contract

<b>F</b>	<b>CONTRACT 4</b> <b>Brick making plant</b>	<b>Description</b>	<b>Progress</b>
	<b>Name of contractor</b> <b>Vicmol</b>	Workshop 1 (The finalisation of the whole project has been suspended) Workshop 2 Concrete Slab External Works  Electrical Works	Complete  Complete Complete Pending on the instructions from the Architect Connections on the structure are in place
<b>G</b>	<b>CONTRACT 5</b> <b>West Clinic</b>	<b>Description</b>	<b>Progress</b>
	<b>Name of contractor</b> <b>Sea Kay</b>	Completion of West Clinic (The facility is currently being utilised by Province) Purchase of furniture and equipment as per the request from WLM	Completed  Completed
<b>H</b>	<b>CONTRACT 6</b> <b>Paving</b>	<b>Description</b>	<b>Progress</b>
	<b>Name of contractor</b> <b>Tampane</b>	Paving & Streetscaping Project (Labour Intensive) & trees	Completed
<b>2. NEW INFRASTRUCTURE PROGRAMMES- 2YRS DESIGN AND CONSTRUCT /TURNKEY</b>			
<b>I</b>	<b>CONTRACT 7</b> <b>Internal Roads Rehabilitation and Storm water</b>	<b>Description</b>	<b>Progress</b>
	<b>Name of contractor</b> <b>Boxani</b>	Internal roads rehabilitation ,Storm water management(URGENT: Mosidi, Khomo Ea Hlaba and Panya-Panya street),Pedestrian walks paving, Trees, Street furniture and Road signs Mosidi street-upgrade and storm water Khomo Ea Hlaba- storm water Xuma Street upgrade and storm water  Panya-Panya Street- storm water Other streets upgrade and storm water	The contract has been awarded and the contractor is on site busy with the works  Same as above Same as above The works have not commenced yet Same as above Some streets are being attended to
<b>J</b>	<b>CONTRACT 8</b> <b>Link Roads &amp; Storm water</b>	<b>Description</b>	<b>Progress</b>
	<b>Name of contractor</b> <b>Stemashan)</b>	Simunye access road(and bridge) Zenzele-Bekkersdal access road  Industrial link road	The contractor has stopped the works on the Zenzele –Panya-Panya road and the industrial link road
<b>K</b>	<b>CONTRACT 9</b> <b>Electrification of CBD &amp; upgrade of public realm</b>	<b>Description</b>	<b>Progress</b>
	<b>Name of contractor</b> <b>PRT (Design and Construct</b>	Electrification of CBD-solar power lights  Upgrading of surrounding Busy Bee area Renovation of BDF offices  Hostel demolition & Rehabilitation  Relocation of Hostel residents to prefabs in transit camp	Pending contract award by DoH  Pending contract award by DoH Pending contract award by DoH Pending contract award by DoH Pending contract award by DoH

<b>L</b>	<b>CONTRACT 10 WLM Maintenance</b>	<b>Description</b>	<b>Progress</b>
	<b>Name of contractor: Motla/ Seletji JV</b>	Application for MIG funding for sewer upgrade	The contractor is on site and has begun with the works
		Creation of BID for maintenance	Pending contract award by DoH
		Developing a maintenance plan for WLM	Pending contract award by DoH

### 3. HOUSING PROGRAMME

<b>M</b>	<b>SIMUNYE Project 1</b>	<b>Description</b>	<b>Progress</b>
		Planning: Consolidation & Rezoning	Done and approved
		EIA approval	Approved
		Construction Infrastructure for 160 units	Contractor on site busy with the works
		Construction of 160 units (phased)	Pending contract award by DoH
<b>N</b>	<b>WESTONARIA, MIDDLEVLEI, DROOGHEUWEL Project 2</b>	<b>Description</b>	<b>Progress</b>
		Township establishment(Top-up for public environment upgrade) (Middlevlei Phase 1 & 2)	70 show houses constructed
		Detailed urban design(Middlevlei Phase 1 & 2) (Multi Year Phased)	The design is in place
		Bulk engineering services (Middlevlei Phase 1 & 2) (Multi Year Phased)	The contractor is on site installing some services
		Internal engineering services (Middlevlei Phase 1 & 2) (Multi Year Phased)	Some internal engineering services have been installed
		Support services (Middlevlei Phase 1 & 2) (Multi Year Phased)	Pending contract award by DoH
		Establishment and management of Agent/SPV	Pending contract award by DoH

### 4. LED PROGRAMMEE-2YRS PROGRAMME

<b>O</b>	<b>WASTE MANAGEMENT Project 3</b>	<b>Description</b>	<b>Progress</b>
		Household waste collection	Contractors have been appointed and are attending to the task
		Grass cutting	Pending contract award by DoH
		Dustbins for Bekkersdal formal	The bins have been issued to the community
		Handover to WLM	Pending the finalisation of an agreement
<b>P</b>	<b>LBSC Operations &amp; Management</b>	<b>Description</b>	<b>Progress</b>
		Monthly operations	Currently under supervision of PHC
		Central management of LED projects	Not yet in place
		Labour and SMME broking	The labour desk at the MPCC is used for this purpose
		SMME development ,capacitation & training	It is linked to the LED projects

<b>Q</b>	<b>BRICK MAKING PLANT Project 5</b>	<b>Description</b>	<b>Progress</b>
<b>R</b>	<b>FARMER SUPPORT Project 6</b>	Operations and management	Details pending
		<b>Description</b>	<b>Progress</b>
		Hydroponics (irrigated crops, community vegetable garden ornamental shrub nursery)	Details pending
		Livestock breeding{Intensive small livestock (sheep & cattle farming)}	Details pending
		Nursery/Instant grass production	Details pending
		Dairy farming	Details pending
		WLM Bakery	Details pending
<b>5. COMMUNITY OUTREACH PROGRAMME- 2YRS PROGRAMME</b>			
<b>S</b>	<b>STAKEHOLDER MANAGEMENT Project 7</b>	<b>Description</b>	<b>Progress</b>
		BDF & CLO operations and stipends	In place, being taken care of by GDoH
		Community Outreach Programmes and Stakeholder management by GDoH	Some door to door campaigns on environmental and health matters have taken place
<b>T</b>	<b>MEDIA RELATIONS Project 8</b>	<b>Description</b>	<b>Progress</b>
		BRP & LBSC Websites	The website has been constructed
		BRP & LBSC Newsletter & news flashes	Several publications have been produced and distributed
		Communication interns	Five interns have been appointed
<b>U</b>	<b>ENVIROMENTAL AWARENESS Project 9</b>	<b>Description</b>	<b>Progress</b>
		Dolomatic risk monitoring (B/dal & New Town)	The monitoring is in place
		Regional Dolomatic risk management campaigns	They have not yet taken place
		Environmental Awareness campaigns	A campaign was carried out
		Health campaign on infant mortality and HIV/Aids with youth structures	A campaign was carried out
<b>V</b>	<b>RELOCATION PROCESS Project 10</b>	<b>Description</b>	<b>Progress</b>
		Relocation strategy/plan	On going
		Relocation communication	On going
		Rehabilitation strategy /plan	Details pending
		Relocation process	The administration process has commenced
<b>W</b>	<b>EDUCATION Project 11</b>	<b>Description</b>	<b>Progress</b>
		Matric-rewrite and exam readiness	The project has been carried out for 2008
		Literacy	There were classes taking place at the LBSC in 2008
<b>X</b>	<b>SAFETY AND SECURITY Project 12</b>	<b>Description</b>	<b>Progress</b>
		Informal settlement invasion control	In place
		Relocation sites invasion control	In place
		Regional Invasion by-law enforcement	Details pending
		JBCC coordination	Meetings have been taking place

## 6. PROGRAMME MANAGEMENT- 2YRS PROGRAMME

Y	PROGRAMME MANAGEMENT Project 13	Description	Progress
		Project coordination at WLM (BRO)	The Coordinator has been appointed (with a Caretaker and an Inspector)
		BRP office administration & maintenance at Bekkersdal	Details pending
		PHC Overall Programme Management	Details pending
		Small contractor development and mentorship of existing contracts	The process is being done

**FINANCE****CHIEF FINANCE OFFICER: MR H J VAN BRAKEL****☎ (011) 278-3012****DEBTOR MANAGEMENT****ANALYSIS OF THE FUNCTION**

DETAILS	NUMBER	AMOUNT
Property rates (totals): number and value of rateable properties	28 607	3 026 243 187
Rates collectable for the Financial Year 2008/09		18 789 807

**DEBTOR BILLINGS**

DETAILS	AVERAGE NUMBER OF DEBTORS PER MONTH	VALUE FOR THE YEAR
Water	11 743	23 305 441
Electricity	14 085	36 458 703
Sanitation	11 743	9 545 504
Refuse	11 620	4 741 022
Assessment Rates	28 607	18 789 807
TOTAL		92 840 477

**DEBT COLLECTION**

DEBT COLLECTION	TOTAL COLLECTED	% COLLECTION
92 840 477	70 558 762	76

**DEBT ANALYSIS**

CURRENT OUTSTANDING	30 DAYS	60 DAYS	MORE THAN 90 DAYS	TOTAL OUTSTANDING
14 148 415	3 790 677	2 763 475	67 579 395	88 281 962

# FINANCIAL STATEMENTS

The reports and statements set out below comprise the annual financial statements presented to the Auditor General:

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Annexures:	
Annexure A: Schedule of External loans	Inserted and attached
Annexure B: Analysis of Property, Plant and Equipment	Inserted and attached
Annexure C: Segmental analysis of Property, Plant and Equipment	Inserted and attached
Annexure D: Segmental Statement of Financial Performance	Inserted and attached

## Abbreviations

COID	Compensation for Occupational Injuries and Diseases
CRR	Capital Replacement Reserve
DBSA	Development Bank of South Africa
SA GAAP	South African Statements of Generally Accepted Accounting Practice
GRAP	Generally Recognised Accounting Practice
GAMAP	Generally Accepted Municipal Accounting Practice
HDF	Housing Development Fund
IAS	International Accounting Standards
IMFO	Institute of Municipal Finance Officers
IPSAS	International Public Sector Accounting Standards
ME's	Municipal Entities
MEC	Member of the Executive Council
MFMA	Municipal Finance Management Act
MIG	Municipal Infrastructure Grant (Previously CMIP)

## **ACCOUNTING OFFICER'S RESPONSIBILITIES AND APPROVAL**

The Accounting Officer is required by the Municipal Finance Management Act (Act 56 of 2003), to maintain adequate accounting records and is responsible for the content and integrity of the annual financial statements and related financial information included in this report. It is the responsibility of the Accounting Officer to ensure that the annual financial statements fairly present the state of affairs of the municipality as at the end of the financial year and the results of its operations and cash flows for the period then ended. The external auditors are engaged to express an independent opinion on the annual financial statements and was given unrestricted access to all financial records and related data.

The annual financial statements have been prepared in accordance with Standards of Generally Recognised Accounting Practices (GRAP).

The annual financial statements are based upon appropriate accounting policies consistently applied and supported by reasonable and prudent judgments and estimates.

The Accounting Officer acknowledges that he is ultimately responsible for the system of internal financial control established by the municipality and places considerable importance on maintaining a strong control environment. To enable the Accounting Officer to meet these responsibilities, the Accounting Officer sets standards for internal control aimed at reducing the risk of error or deficit in a cost effective manner. The standards include the proper delegation of responsibilities within a clearly defined framework, effective accounting procedures and adequate segregation of duties to ensure an acceptable level of risk. These controls are monitored throughout the municipality and all employees are required to maintain the highest ethical standards in ensuring the municipality's business is conducted in a manner that in all reasonable circumstances is above reproach. The focus of risk management in the municipality is on identifying, assessing, managing and monitoring all known forms of risk across the municipality. While operating risk cannot be fully eliminated, the municipality endeavours to minimise it by ensuring that appropriate infrastructure, controls, systems and ethical behaviour are applied and managed within predetermined procedures and constraints.

The Accounting Officer is of the opinion, based on the information and explanations given by management that the system of internal control provides reasonable assurance that the financial records may be relied on for the preparation of the annual financial statements. However, any system of internal financial control can provide only reasonable, and not absolute, assurance against material misstatement or deficit.

The Accounting Officer has reviewed the municipality's cash flow forecast for the year to 30 June 2010 and, in the light of this review and the current financial position, he is satisfied that the Municipality has or has access to adequate resources to continue in operational existence for the foreseeable future.

The Annual Financial Statements are prepared on the basis that the municipality is a going concern and that the West Rand District Municipality has neither the intention nor the need to liquidate or curtail materially the scale of the Municipality.

Although the Accounting Officer is primarily responsible for the financial affairs of the Municipality, they are supported by the Municipality's external auditors. The external auditors are responsible for independently reviewing and reporting on the Municipality's Annual Financial Statements.

The Annual Financial Statements have been prepared on the going concern basis, were approved by the ACCOUNTING OFFICER on 27 August 2009. The annual financial statements as approved on 27 August 2009 have been significantly revised, resulting in the re-submission of these statements.

M.G. Seitisho  
Municipal Manager



# ACCOUNTING OFFICER'S REPORT

The Accounting Officer submits his report for the year ended 30 June 2009.

## 1. REVIEW OF ACTIVITIES

### MAIN BUSINESS AND OPERATIONS

The Municipality lies within the boundaries of the West Rand District Municipality (WRDM) and is the authorised local government within the demarcated boundaries of town of Westonaria.

The financial position of the municipality is precarious as rate of collections from consumers, and thus cash holdings, has declined further in the year under review when compared to last year due to the tough prevailing economic conditions which have resulted in higher unemployment. This is coupled to rising levels of abuse of the indigent system of free basic services by those who can pay but will not - the notion of entitlement to free services irrespective of ability to pay is still prevalent and perhaps growing. The steep rises in the cost of electricity from Eskom when combined with non payment has not made for an easy year.

Net surplus of the municipality was R 9,293,083 (2008: surplus .R2,377,774 )

Proportion of income and loss attributable to various classes of business:

#### 2009

Classes of business	Proportion of contribution to income
Electricity	17%
Water	24%
Sewerage purification	9%
Refuse removal	3%

#### 2008

Classes of business	Proportion of contribution to income
Electricity	19%
Water	14%
Sewerage purification	6%
Refuse removal	4%

## 2. GOING CONCERN

The annual financial statements have been prepared on the basis of accounting policies applicable to a going concern. This basis presumes that funds will be available to finance future operations and that the realisation of assets and settlement of liabilities, contingent obligations and commitments will occur in the ordinary course of business.

The ability of the municipality to continue as a going concern is dependent on a number of factors. The most significant of these are: firstly, that the Municipality's short term financing facility with its bank is maintained and not withdrawn; secondly, that it continues to receive the allocated grants from provincial and national governments; thirdly, that the level of collections does not deteriorate any further.

## 3. SUBSEQUENT EVENTS

The Accounting Officer is not aware of any matter or circumstance arising since the end of the Financial Year.

#### **4. ACCOUNTING POLICIES**

The annual financial statements prepared in accordance with the South African Statements of Generally Accepted Accounting Practice (GAAP), including any interpretations of such Statements issued by the Accounting Practices Board, and in accordance with the prescribed Standards of Generally Recognised Accounting Practices (GRAP) issued by the Accounting Standards Board as the prescribed framework by National Treasury.

Details of major changes in the nature of the non-current assets of the municipality during the year are set out in Notes 3 to 10 of the financials.

There were no changes in the policy relating to the use of non-current assets.

#### **5. ACCOUNTING OFFICER**

The Accounting Officer of the municipality during the year and to the date of this report is Mr M.G. Seitisho.

#### **6. SECRETARY**

The secretarial function was performed by the Department Corporate Services.

#### **7. CORPORATE GOVERNANCE**

##### **GENERAL**

The Accounting Officer is committed to business integrity, transparency and professionalism in all its activities. As part of this commitment, the Accounting Officer supports the highest standards of corporate governance and the ongoing development of best practice.

The Municipality confirms and acknowledges its responsibility to total compliance with the Code of Corporate Practices and Conduct ("the Code") laid out in the King Report on Corporate Governance for South Africa 2002. The Accounting Officer discussed the responsibilities of management in this respect at Board meetings and monitored the municipality's compliance with the code on a three monthly basis.

##### **AUDIT AND RISK COMMITTEE**

The Chairperson of the Audit Committee for the Financial Year was Mr W. Senne who is an independent audit committee member.

#### **8. BANKERS**

ABSA Bank, Westonaria Branch

#### **9. AUDITORS**

The appointed auditors are the Auditor General

## STATEMENT OF FINANCIAL POSITION

### ASSETS

#### Current Assets

Cash and cash equivalents	3	629,135	7,906,039
Trade and other receivables from exchange transactions	4	25,452,786	20,954,618
Other receivables from non-exchange transactions	5	11,250,444	1,612,052
Inventories	6	1,113,957	1,544,324
Current portion of receivables	7	1,539,562	5,290,419
		<b>39,985,884</b>	<b>37,307,452</b>

#### Non-Current Assets

Non-current receivables	7	3,223,703	2,888,057
Investments	8	2,117,349	1,900,535
Property, plant and equipment	9	219,120,704	195,876,336
Investment property	10	32,207,673	30,415,005
		<b>256,669,429</b>	<b>231,079,933</b>

#### Total Assets

**296,655,313**      **268,387,385**

### Liabilities

#### Current Liabilities

Trade and other payables from exchange transactions	11	17,898,752	12,507,663
Consumer deposits	12	2,735,124	2,692,194
Taxes and transfers payable	13	5,375,108	265,384
Accruals	14	5,200,715	5,777,539
Bank overdraft	3	18,191,202	5,859,044
Unspent conditional grants and receipts	15	4,654,749	6,575,438
Current portion of long-term liabilities	16	7,615,883	12,901,119
		<b>61,671,533</b>	<b>46,578,381</b>

#### Non-Current Liabilities

Long-term liabilities	16	39,551,853	39,693,458
		<b>39,551,853</b>	<b>39,693,458</b>

#### Total Liabilities

**101,223,386**      **86,271,839**

#### Net Assets

**195,431,927**      **182,115,546**

Accumulated surplus		195,431,927	182,161,599
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## STATEMENT OF FINANCIAL PERFORMANCE

Figures in Rand	Note(s)	2009	2008
<b>Revenue</b>			
Property rates	20	18,789,808	17,447,112
Service charges	21	99,074,932	68,185,435
Rental of facilities and equipment		428,552	424,522
Interest received from external investments	22	1,220,878	1,729,605
Interest received from outstanding debtors		7,095,897	4,953,691
Fines		574,271	271,143
Licenses and permits		4,481,661	3,205,419
Government grants and subsidies	23	91,151,273	74,952,748
Other income	24	827,180	323,175
Profit on sale of property		1,727,489	84,550
<b>Total Revenue</b>		<b>225,371,941</b>	<b>171,577,400</b>
<b>Expenditure</b>			
Employee related costs	25	(72,716,028)	(69,949,539)
Remuneration of Councillors	26	(6,616,175)	(6,235,410)
Debt impairment	27	(19,342,010)	(11,252,307)
Collection costs		(708,571)	(680,561)
Depreciation and amortization	28	(5,904,052)	(4,449,497)
Repairs and maintenance		(9,733,879)	(8,063,249)
Finance costs	29	(7,309,320)	(5,689,469)
Bulk purchases	30	(70,680,595)	(36,533,840)
Contracted services	31	(6,405,810)	(4,673,536)
Grants and subsidies paid	32	(2,794)	(19,145)
Internal Charges/Charge outs		4,131,712	(1,266,387)
General Expenses	33	(20,802,052)	(20,436,519)
<b>Total Expenditure</b>		<b>(216,089,574)</b>	<b>(169,249,459)</b>
Gains on disposal of assets		10,716	25,305
<b>Surplus for the year</b>		<b>9,293,083</b>	<b>2,353,246</b>

## STATEMENT OF CHANGES IN NET ASSETS

Figures in Rand	Accumulated surplus	Total net assets
<b>Balance at 01 July 2008</b>	<b>179,783,048</b>	<b>179,783,048</b>
Changes in net assets		
Fair value gains, net of tax: Land and buildings	25,305	25,305
Net income (losses) recognized directly in net assets	25,305	25,305
Surplus for the year	2,353,246	2,353,246
Total recognized income and expenses for the year	2,378,551	2,378,551
Total changes	2,378,551	2,378,551
Opening balance as previously reported	182,161,599	182,161,599
Adjustments		
Prior year adjustments	511,963	511,963
<b>Balance at 01 July 2008 as restated</b>	<b>182,673,562</b>	<b>182,673,562</b>
Changes in net assets		
Surplus for the year	9,293,083	9,293,083
Transfer to/from accumulated surplus/deficit	3,465,282	3,465,282
Total changes	12,758,365	12,758,365
<b>Balance at 30 June 2009</b>	<b>195,431,927</b>	<b>195,431,927</b>

## CASH FLOW STATEMENT

Figures in Rand	Note(s)	2009	2008
<b>Cash flows from operating activities</b>			
Cash receipts from customers		222,682,672	171,622,675
Cash paid to suppliers and employees		(185,411,933)	(152,144,584)
Cash generated from operations	35	37,270,739	19,478,091
Interest income		1,220,878	1,729,605
Finance costs		(7,309,320)	(5,689,469)
<b>Net cash from operating activities</b>		<b>31,182,297</b>	<b>15,518,227</b>

## Cash flows from investing activities

Purchase of property, plant and equipment	9	(30,816,588)	(31,817,099)
Sale of property, plant and equipment	9	10,716	25,305
Purchase of investment property	10	(124,500)	(136,762)
Sale of non-current receivables		335,646	(1,157,405)
Non-current investments		(7,510,073)	1,903,273
Non-cash item		(7,259,714)	7,895,339
<b>Net cash from investing activities</b>		<b>(45,364,513)</b>	<b>(23,287,349)</b>

## Cash flows from financing activities

Proceeds from long-term liabilities		8,540,044	9,117,392
Repayment of long-term liabilities		(13,966,885)	(4,801,367)
<b>Net cash from financing activities</b>		<b>(5,426,841)</b>	<b>4,316,025</b>

<b>Total cash movement for the year</b>		<b>(19,609,057)</b>	<b>(3,453,097)</b>
Cash at the beginning of the year		2,046,995	5,500,092
<b>Total cash and cash equivalents</b>	3	<b>(17,562,062)</b>	<b>2,046,995</b>

## ACCOUNTING POLICIES

### PRESENTATION OF ANNUAL FINANCIAL STATEMENTS

The Annual Financial Statements have been prepared in accordance with South African Statements of Generally Recognised Accounting Practice (GRAP).

The Annual Financial Statements have been prepared on an accrual basis of accounting and are in accordance with historical cost convention unless specified otherwise.

These annual financial statements have been prepared in accordance with Generally Recognised Accounting Practice (GRAP), issued by the Accounting Standards Board in accordance with Section 122(3) of the Municipal Finance Management Act, (Act No 56 of 2003).

The principal accounting policies adopted in the preparation of these Annual Financial Statements are set out below.

Assets, liabilities, revenues and expenses have not been offset except when offsetting is required or permitted by a Standard of GRAP.

The accounting policies applied are consistent with those used to present the previous year's financial statements, unless explicitly stated. The details of any changes in accounting policies are explained in the relevant policy.

## 1.1 SIGNIFICANT JUDGEMENTS AND SOURCES OF ESTIMATION UNCERTAINTY

In preparing the annual financial statements, management is required to make estimates and assumptions that affect the amounts represented in the annual financial statements and related disclosures. Use of available information and the application of judgment is inherent in the formation of estimates. Actual results in the future could differ from these estimates which may be material to the annual financial statements. Significant judgments include:

- Allowance for slow moving, damaged and obsolete stock
- An allowance to write stock down to the lower of cost or net realisable value. The write down included is accounted for in the Statement of Financial Performance.
- Provisions were raised and management determined an estimate based on the information available. Additional disclosure of these estimates of provisions are included in note 14 - Provisions.
- Allowance for doubtful debts
- As regards consumer debtors an impairment loss is recognised in the Statement of Financial Performance when there is objective evidence that it is impaired. The impairment is measured as the difference between the debtors carrying amount and the nominal value of estimated future cash flows computed at initial recognition.

## 1.2 PRESENTATION OF CURRENCY

These annual Financial Statements are presented in South African Rand, which is the functional currency of the municipality.

## 1.3 GOING CONCERN

These annual financial statements have been prepared on the assumption that the Municipality will continue to operate as a going concern for at least the next 12 months.

## 1.4 COMPARATIVE FIGURES

Budget information in accordance with GRAP 1 and 24, has been provided in an annexure to these financial statements and forms part of the audited annual financial statements.

When the presentation or classification of items in the annual financial statements is amended, prior period comparative amounts are restated. The nature and reason for the reclassification is disclosed. Where accounting errors have been identified in the current year, the correction is made retrospectively as far as is practicable, and the prior year comparatives are restated accordingly. Where there has been a change in accounting policy in the current year, the adjustment is made retrospectively as far as is practicable, and the prior year comparatives are restated accordingly.

## 1.5 PROPERTY, PLANT AND EQUIPMENT

The cost of an item of property, plant and equipment is recognised as an asset when:

- it is probable that future economic benefits or service potential associated with the item will flow to the municipality; and
- the cost or fair value of the item can be measured reliably.

### INITIAL RECOGNITION

On initial recognition, an item of property, plant and equipment is measured at cost. Where an asset is acquired at no cost, or for a nominal cost, its cost is its fair value as at date of acquisition.

Costs include costs incurred initially to acquire or construct an item of property, plant and equipment and costs incurred subsequently to add to, replace part of, or service it. If a replacement cost is recognised in the carrying amount of an item of property, plant and equipment, the carrying amount of the replaced part is derecognised.

The initial estimate of the costs of dismantling and removing the item and restoring the site on which it is located is also included in the cost of property, plant and equipment.

Recognition of costs in the carrying amount of an item of property, plant and equipment ceases when the item is in the location and condition necessary for it to be capable of operating in the manner intended by management.

Property, plant and equipment are tangible non-current assets (including infrastructure assets) that are held for use in the production or supply of goods or services, rental to others, or for administrative purposes, and are expected to be used during more than one year. Items of property, plant and equipment are initially recognised as assets on acquisition date and are initially recorded at cost. The cost of an item of property, plant and equipment is the purchase price and other costs attributable to bring the asset to the location and condition necessary for it to be capable of operating in the manner intended by the municipality. Trade discounts and rebates are deducted in arriving at the cost. The cost also includes the necessary costs of dismantling and removing the asset and restoring the site on which it is located.

When significant components of an item of property, plant and equipment have different useful lives, they are accounted for as separate items (major components) of property, plant and equipment.

Where an asset is acquired by the municipality for no or nominal consideration (i.e. a non-exchange transaction), the cost is deemed to be equal to the fair value of that asset on the date acquired.

Where an item of property, plant and equipment is acquired in exchange for a non-monetary asset or monetary assets, or a combination of monetary and non-monetary assets, the asset acquired is initially measured at fair value (the cost). If the acquired item's fair value was not determinable, its deemed cost is the carrying amount of the asset(s) given up.

Major spare parts and servicing equipment qualify as property, plant and equipment when the municipality expects to use them during more than one period. Similarly, if the major spare parts and servicing equipment can be used only in connection with an item of property, plant and equipment, they are accounted for as property, plant and equipment.

## **SUBSEQUENT MEASUREMENT**

Subsequent to initial recognition, items of property, plant and equipment are measured at cost less accumulated depreciation and impairment losses. Land is not depreciated as it is deemed to have an indefinite useful life.

Where the Municipality replaces parts of an asset, it derecognises the part of the asset being replaced and capitalises the new component. Subsequent expenditure incurred on an asset is capitalised when it increases the capacity or future economic benefits associated with the asset.



## DEPRECIATION AND IMPAIRMENT

Depreciation is calculated on the depreciable amount, using the straight-line method over the estimated useful lives of the assets.

Components of assets that are significant in relation to the whole asset and that have different useful lives are depreciated separately. The annual depreciation rates are based on the following estimated average asset lives:

Item	Years
<b>Infrastructure</b>	
• Roads & Paving	30
• Electricity	20-30
• Water	15-20
<b>Community</b>	
• Recreational Facilities	20-30
• Buildings	30
<b>Other</b>	
• Bins and containers	5
• Buildings	30
• Furniture & fittings	7-10
• Landfill sites	15
• Motor vehicles	5
• Specialized plant & equipment	10-15
• Office equipment	3-7
• Other items of plant & equipment	2-5
• Security	5
• Specialized vehicles	10
• Sewerage network & purification plant	15-20

The residual value, the useful life of an asset and the depreciation method is reviewed annually and any changes are recognised as a change in accounting estimate in the Statement of Financial Performance.

The Municipality tests for impairment where there is an indication that an asset may be impaired. An assessment of whether there is an indication of possible impairment is done at each reporting date.

Where the carrying amount of an item of property, plant and equipment is greater than the estimated recoverable amount (or recoverable service amount), it is written down immediately to its recoverable amount (or recoverable service amount) and an impairment loss is charged to the Statement of Financial Performance.

## DERECOGNITION

Items of Property, plant and equipment are derecognised when the asset is disposed of or when there are no further economic benefits or service potential expected from the use of the asset. The gain or loss arising on the disposal or retirement of an item of property, plant and equipment is determined as the difference between the sales proceeds and the carrying value and is recognised in the Statement of Financial Performance.

## **NON-COMPLIANCE**

The municipality is making use of a 3 year provision as per directive 3 & 4. As a result, the provisions of GRAP 17 with regard to "*measurement after recognition*" have not been applied to infrastructure assets as the project to undertake the exercise has yet to start. Thus the residual value, the useful life of each asset and the depreciation methods, have not been reviewed and are unchanged from previous years.

The depreciation method applied to an asset is reviewed for each asset at the reporting date. The depreciation charge for each period is recognised in the Statement of Financial Performance unless it is included in the carrying amount of another asset.

The gain or loss arising from the derecognition of an item of property, plant and equipment is included in the Statement of Financial performance when the item is derecognised. The gain or loss arising from the derecognition of an item of property, plant and equipment is determined as the difference between the net disposal proceeds, if any, and the carrying amount of the item.

Assets with a value of less than R2000 and with a life span of a year or less are deemed to be consumable items.

## **1.6 INVESTMENT PROPERTY**

### **INITIAL RECOGNITION**

Investment property includes property (land or a building, or part of a building, or both land or buildings held under a finance lease) held to earn rentals and/or for capital appreciation, rather than held to meet service delivery objectives, the production or supply of goods or services, or the sale of an asset in the ordinary course of operations.

At initial recognition, the municipality measures investment property at cost including transaction costs once it meets the definition of investment property. However, where an investment property was acquired through a non-exchange transaction (i.e. where it acquired the investment property for no or a nominal value), its cost is its fair value as at the date of acquisition.

### **COST MODEL**

Investment property is carried at cost less accumulated depreciation less any accumulated impairment losses.

Investment property is measured using the cost model. Under the cost model, investment property is carried at cost, less any accumulated depreciation and any accumulated impairment losses.

## **1.7 INVENTORIES**

### **INITIAL RECOGNITION**

Inventories comprise current assets held for sale, consumption or distribution during the ordinary course of business. Inventories are initially recognised at cost. Cost generally refers to the purchase price, plus taxes, transport costs and any other costs in bringing the inventories to their current location and condition. Where inventory is manufactured, constructed or produced, the cost includes the cost of labour, materials and overheads used during the manufacturing process.

Where inventory is acquired by the municipality for no or nominal consideration (i.e. a non-exchange transaction), the cost is deemed to be equal to the fair value of the item on the date acquired.

## **SUBSEQUENT MEASUREMENT**

Inventories, consisting of consumable stores, raw materials, work-in-progress and finished goods, are valued at the lower of cost and net realisable value unless they are to be distributed at no or nominal charge, in which case they are measured at the lower of cost and current replacement cost. Redundant and slow-moving inventories are identified and written down in this way. Differences arising on the valuation of inventory are recognised in the Statement of Financial Performance in the year in which they arose. The amount of any reversal of any write-down of inventories arising from an increase in net realisable value or current replacement cost is recognised as a reduction in the amount of inventories recognised as an expense in the period in which the reversal occurs.

The carrying amount of inventories is recognised as an expense in the period that the inventory was sold, distributed, written off or consumed, unless that cost qualifies for capitalisation to the cost of another asset.

In general, the basis of allocating cost to inventory items is the first-in, first-out method.

## **1.8 FINANCIAL INSTRUMENTS**

### **INITIAL RECOGNITION AND MEASUREMENT**

Financial instruments are initially recognised at fair value.

### **SUBSEQUENT MEASUREMENT**

Financial Assets are categorised according to their nature as either financial assets at fair value through profit or loss, held-to maturity, loans and receivables, or available for sale. Financial liabilities are categorised as either at fair value through profit or loss or financial liabilities carried at amortised cost ("other"). The subsequent measurement of financial assets and liabilities depends on this categorisation and, in the absence of an approved GRAP Standard on Financial Instruments, is in accordance with IAS 39.

### **INVESTMENTS**

Investments, which include fixed deposits and short-term deposits invested in registered commercial banks, are categorised as either held-to-maturity where the criteria for that categorisation are met, or as loans and receivables, and are measured at amortised cost. Where investments have been impaired, the carrying value is adjusted by the impairment loss, which is recognised as an expense in the period that the impairment is identified. Impairments are calculated as being the difference between the carrying amount and the present value of the expected future cash flows flowing from the instrument. On disposal of an investment, the difference between the net disposal proceeds and the carrying amount is charged or credited to the Statement of Financial Performance.

### **TRADE AND OTHER RECEIVABLES**

Trade and other receivables are categorised as financial assets: loans and receivables and are initially recognised at fair value and subsequently carried at amortised cost. Amortised cost refers to the initial carrying amount, plus interest, less repayments and impairments. An estimate is made for doubtful receivables based on a review of all outstanding amounts at year-end. Significant financial difficulties of the debtor, probability that the debtor will enter bankruptcy or financial reorganisation, and default or delinquency in payments (more than 30 days overdue) are considered indicators that the trade receivable is impaired. Impairments

are determined by discounting expected future cash flows to their present value. Amounts that are receivable within 12 months from the reporting date are classified as current.

An impairment of trade receivables is accounted for by reducing the carrying amount of trade receivables through the use of an allowance account, and the amount of the loss is recognised in the Statement of Financial Performance within operating expenses. When a trade receivable is uncollectible, it is written off. Subsequent recoveries of amounts previously written off are credited against operating expenses in the Statement of Financial Performance.

## **TRADE AND OTHER PAYABLES**

Financial liabilities consist of trade payables and borrowings. They are categorised as financial liabilities held at amortised cost, are initially recognised at fair value and subsequently measured at amortised cost which is the initial carrying amount, less repayments, plus interest.

## **CASH AND CASH EQUIVALENTS**

Cash includes cash on hand (including petty cash) and cash with banks (including call deposits). Cash equivalents are short-term highly liquid investments, readily convertible into known amounts of cash that are held with registered banking institutions with maturities of three months or less and are subject to an insignificant risk of change in value. For the purposes of the cash flow statement, cash and cash equivalents comprise cash on hand, deposits held on call with banks, net of bank overdrafts. The municipality categorises cash and cash equivalents as financial assets: loans and receivables.

Bank overdrafts are recorded based on the facility utilised. Finance charges on bank overdraft are expensed as incurred. Amounts owing in respect of bank overdrafts are categorised as financial liabilities: other financial liabilities carried at amortised cost.

## **BANK OVERDRAFT AND BORROWINGS**

Bank overdrafts and borrowings are initially and subsequently measured at fair value. Any difference between the proceeds (net of transaction costs) and the settlement or redemption of borrowings is recognised over the term of the borrowings in accordance with the municipality's accounting policy for borrowing costs.

## **FINANCIAL LIABILITIES**

Financial liabilities are classified according to the substance of contractual agreements entered into. Trade and other payables are stated at their fair value.

## **IMPAIRMENT OF FINANCIAL ASSETS**

At each balance sheet date an assessment is made of whether there is any objective evidence of impairment of financial assets. If there is evidence then the recoverable amount is estimated and an impairment loss is recognised as an expense in the Statement of Financial Performance.

## **IMPAIRMENT LOSSES ARE RECOGNISED IN SURPLUS OR DEFICIT.**

Impairment losses are reversed when an increase in the financial asset's recoverable amount can be related objectively to an event occurring after the impairment was recognised, subject to the restriction that the carrying amount of the financial asset at the date that the impairment is reversed shall not exceed what the carrying amount would have been had the impairment not been recognised.

For amounts due to the municipality, significant financial difficulties of the debtor, probability that the debtor will enter bankruptcy and default of payments are all considered indicators of impairment.

Consumer debtors, long term receivables and other debtors are stated at cost less a provision for bad debts. The provision is made on an individual basis or group, based on expected cash flows.

Separate classes of loans and receivables were assessed for impairment using the following methodologies:

### **SALE-OF-ERVEN LOANS**

Sale-of-Erven Loans are assessed individually for impairment to ensure that no objective evidence exists that these loans are irrecoverable. These loans consist mainly of long-term loans to public and employees of the municipality. If the employees are still in the employ of the municipality, management is of the opinion that these loans are fully recoverable. Should this not be the case, a provision for the doubtful debt is made.

### **SUNDRY DEPOSITS**

Sundry deposits are assessed for impairment to ensure that no objective evidence exists that these deposits are irrecoverable.

### **SUNDRY DEBTORS**

Sundry Debtors are those Suspense Control Accounts classified as financial instruments with debit balances as at year-end. Sundry Debtors are assessed individually for impairment to ensure that no objective evidence exists that these debtors are irrecoverable.

### **INSURANCE CLAIMS**

Insurance Claims are in respect of expenditure incurred for assets replaced by the municipality and the settlement from the insurers is awaited. These are assessed individually for impairment to ensure that no objective evidence exists that these debtors are irrecoverable.

### **GOVERNMENT SUBSIDY CLAIMS**

Government subsidy claims are individually assessed for impairment to ensure that no objective evidence exists that these debtors are irrecoverable.

### **DISPOSAL OF INVESTMENTS**

On disposal of an investment, the difference between the net disposal proceeds and the carrying amount is charged or credited to the Statement of Financial Performance.

## **1.9 UNAUTHORISED EXPENDITURE**

Unauthorised expenditure is expenditure that has not been budgeted, expenditure that is not in terms of the conditions of an allocation received from another sphere of government, municipality or organ of state and expenditure in the form of a grant that is not permitted in terms of the Municipal Finance Management Act (Act No.56 of 2003). Unauthorised expenditure is accounted for as an expense in the Statement of Financial Performance and where recovered, it is subsequently accounted for as revenue in the Statement of Financial Performance.

## **1.10 IRREGULAR EXPENDITURE**

Irregular expenditure is expenditure that is contrary to the Municipal Finance Management Act (Act No. 56 of 2003); the Municipal Systems Act (Act No.32 of 2000) and the Public Offices Bearers Act (Act No.20 of 1998) or is in contravention of the municipality's supply chain management policy. Irregular expenditure excludes unauthorised expenditure. Irregular expenditure is accounted for separately in the Statement of Finance Performance and where recovered, it is subsequently accounted for separately in the Statement of Financial performance.

## **1.11 FRUITLESS AND WASTEFUL EXPENDITURE**

Fruitless expenditure means expenditure which was made in vain and would have been avoided had reasonable care been exercised.

All expenditure relating to fruitless and wasteful expenditure is recognised as an expense in the Statement of Financial Performance in the year that the expenditure was incurred. The expenditure is

classified in accordance with the nature of the expense, and where recovered, it is subsequently accounted for as revenue in the Statement of Financial Performance.

## **1.12 PROVISIONS AND CONTINGENCIES**

Provisions are recognised when the municipality has a present or constructive obligation as a result of past events, it is probable that an outflow of resources embodying economic benefits will be required to settle the obligation and a reliable estimate of the provision can be made. Provisions are reviewed at reporting date and adjusted to reflect the current best estimate. Where the effect is material, non-current provisions are discounted to their present value using a pre-tax discount rate that reflects the market's current assessment of the time value of money, adjusted for risks specific to the liability (for example in the case of obligations for the rehabilitation of land).

The Municipality does not recognise a contingent liability or contingent asset. A contingent liability is disclosed unless the possibility of an outflow of resources embodying economic benefits is remote. A contingent asset is disclosed where an inflow of economic benefits is probable.

Future events that may affect the amount required to settle an obligation are reflected in the amount of a provision where there is sufficient objective evidence that they will occur. Gains from the expected disposal of assets are not taken into account in measuring a provision. Provisions are not recognised for future operating losses. The present obligation under an onerous contract is recognised and measured as a provision.

A provision for restructuring costs is recognised only when the following criteria over and above the recognition criteria of a provision have been met:

- a) The municipality has a detailed formal plan for the restructuring identifying at least:
  - the business or part of a business concerned
  - the principal locations affected
  - the location, function, and approximate number of employees who will be compensated for terminating their services
  - the expenditures that will be undertaken; and

- b) The municipality has raised a valid expectation in those affected that it will carry out the restructuring by starting to implement that plan or announcing its main features to those affected by it.

Contingent assets and contingent liabilities are not recognised. Contingencies are disclosed in note 37.

## **1.13 LEASES**

### **Municipality as lessee**

Leases are classified as finance leases where substantially all the risks and rewards associated with ownership of an asset are transferred to the municipality. Property, plant and equipment or intangible assets subject to finance lease agreements are initially recognised at the lower of the asset's fair value and the present value of the minimum lease payments. The corresponding liabilities are initially recognised at the inception of the lease and are measured as the sum of the minimum lease payments due in terms of the lease agreement, discounted for the effect of interest. In discounting the lease payments, the municipality uses the interest rate that exactly discounts the lease payments and unguaranteed residual value to the fair value of the asset plus any direct costs incurred.

Subsequent to initial recognition, the leased assets are accounted for in accordance with the stated accounting policies applicable to property, plant, equipment or intangibles. The lease liability is reduced by the lease payments, which are allocated between the lease finance cost and the capital repayment using the effective interest rate method. Lease finance costs are expensed when incurred. The accounting policies relating to derecognition of financial instruments are applied to lease payables. The lease asset is depreciated over the shorter of the asset's useful life or the lease term.

Operating leases are those leases that do not fall within the scope of the above definition. Operating lease rentals are accrued on a straight-line basis over the term of the relevant lease.

### **Municipality as lessor**

Under a finance lease, the municipality recognises the lease payments to be received in terms of a lease agreement as an asset (receivable). The receivable is calculated as the sum of all the minimum lease payments to be received, plus any unguaranteed residual accruing to the municipality, discounted at the interest rate implicit in the lease. The receivable is reduced by the capital portion of the lease instalments received, with the interest portion being recognised as interest revenue on a time proportionate basis. The accounting policies relating to derecognition and impairment of financial instruments are applied to lease receivables.

Rental income from operating leases is recognised on a straight-line basis over the term of the relevant lease.

## **1.14 REVENUE**

### **REVENUE FROM EXCHANGE TRANSACTIONS**

Revenue from exchange transactions refers to revenue that accrued to the municipality directly in return for services rendered / goods sold, the value of which approximates the consideration received or receivable.

Service charges relating to electricity and water are based on consumption. Meters are read on a quarterly basis and are recognised as revenue when invoiced. Provisional estimates of consumption are made monthly when meter readings have not been performed. The provisional estimates of consumption are recognised as revenue when invoiced. Adjustments to provisional estimates of consumption are made in the invoicing period in which meters have been read. These adjustments are recognised as revenue in the invoicing period.

Revenue from the sale of electricity prepaid meter cards are recognised at the point of sale.

Service charges relating to refuse removal are recognised on a monthly basis in arrears by applying the approved tariff to each property that has improvements. Tariffs are determined per category of property usage, and are levied monthly based on the number of refuse containers on each property, regardless of whether or not all containers are emptied during the month.

Service charges from sewerage and sanitation are based on the number of sewerage connections on each developed property using the tariffs approved from Council and are levied monthly.

Interest revenue is recognised on a time proportion basis.

Revenue from the rental of facilities and equipment is recognised on a straight-line basis over the term of the lease agreement.

Revenue arising from the application of the approved tariff of charges is recognised when the relevant service is rendered by applying the relevant gazetted tariff. This includes the issuing of licences and permits.

Revenue from the sale of goods is recognised when substantially all the risks and rewards in those goods is passed to the consumer.

Revenue arising out of situations where the municipality acts as an agent on behalf of another entity (the principal) is limited to the amount of any fee or commission payable to the municipality as compensation for executing the agreed services.

## **REVENUE FROM NON-EXCHANGE TRANSACTIONS**

Revenue from non-exchange transactions refers to transactions where the municipality received revenue from another entity without directly giving approximately equal value in exchange. Revenue from non-exchange transactions is generally recognised to the extent that the related receipt or receivable qualifies for recognition as an asset and there is no liability to repay the amount.

Revenue from property rates is recognised when the legal entitlement to this revenue arises. Collection charges are recognised when such amounts are legally enforceable. Penalty interest on unpaid rates is recognised on a time proportionate basis.

Fines constitute both spot fines and summonses where revenue is recognised when payment is received.

Revenue from public contributions and donations is recognised when all conditions associated with the contribution have been met or where the contribution is to finance property, plant and equipment, when such items of property, plant and equipment qualifies for recognition and first becomes available for use by the municipality. Where public contributions have been received but the municipality has not met the related conditions, a deferred income (liability) is recognised.

Contributed property, plant and equipment is recognised when such items of property, plant and equipment qualifies for recognition and become available for use by the municipality.

Revenue from the recovery of unauthorised, irregular, fruitless and wasteful expenditure is based on legislated procedures, including those set out in the Municipal Finance Management Act (Act No.56 of 2003) and is recognised when the recovery thereof from the responsible councillors or officials is virtually certain.



## **1.15 GRANTS, TRANSFERS AND DONATIONS**

Grants, transfers and donations received or receivable are recognised when the resources that have been transferred meet the criteria for recognition as an asset. A corresponding liability is raised to the extent that the grant, transfer or donation is conditional. The liability is transferred to revenue as and when the conditions attached to the grant are met. Grants without any conditions attached are recognised as revenue when the asset is recognised.

## **1.16 BORROWING COSTS**

Borrowing costs that are directly attributable to the acquisition, construction or production of qualifying assets are capitalised to the cost of that asset unless it is inappropriate to do so. The Municipality ceases the capitalisation of borrowing costs when substantially all the activities to prepare the asset for its intended use or sale are complete. It is considered inappropriate to capitalise borrowing costs where the link between the funds borrowed and the capital asset acquired cannot be adequately established. Borrowing costs incurred other than on qualifying assets are recognised as an expense in surplus or deficit when incurred.

## **1.17 EMPLOYEE BENEFITS**

### **Short-term employee benefits**

The cost of short-term employee benefits, (those payable within 12 months after the service is rendered, such as paid vacation leave, sick leave, and bonuses), are recognised in the period in which the service is rendered and are not discounted.

The expected cost of bonus payments is recognised as an expense when there is a legal or constructive obligation to make such payments as a result of past performance.

### **Defined benefit plans**

The municipality provides retirement benefits for its employees and councillors. The payments to the multi-employer defined benefit retirement plans are charged as an expense as they fall due. The funds are administered on a provincial basis. Actuarial valuations are conducted on a tri-annual basis by independent actuaries separately for each plan on the projected unit credit method basis. Deficits identified are recognised as a liability and are recovered through lump sum payments or through increased future contributions on a proportional basis from all participating municipalities.

### **Other post retirement obligations**

The medical aid funds to which the employees and councillors belong make provision for reduced employer contributions to the funds upon either retirement or early retirement due to ill health. These contributions are expensed as they fall due.

The quantum of the contribution is a set percentage based on whether the retiree was employed before or after 1 July 2004. The percentages and the date were established by SALGA in terms of its negotiations with the respective medical aid funds on behalf of all the municipalities.

## **1.18 IMPAIRMENT OF ASSETS**

In the year under review the municipality has not undertaken any impairment testing of either the cash generating or the non-cash generating assets. In previous years no testing of these assets was done due to the application of an exemption of IAS 36 / AC 128 -Impairment of assets - granted in terms of Government Gazette 30013.

The testing for impairment of both types of assets and the requirements of GRAP 17, for Infrastructure assets, forms part of the comprehensive project Integrated Infrastructure Management & Master Planning System; for which a grant funding application was lodged with the Development Bank of South Africa (DBSA) in January 2009. The processes to receive this grant has not been completed as the discussions with the Gauteng Department of Local Government, as a joint funder, has not been finalised.

It is hoped that these negotiations will be finalised shortly so that the project can start and be completed by the end of the next financial year and so meet all the requirements of GRAP 17 and the above mentioned standards.

#### **1.19 TURNOVER**

Turnover comprises of sales to customers and service rendered to customers. Turnover is stated at the invoice amount and is exclusive of value added taxation.

#### **1.20 INVESTMENT INCOME**

Investment income is recognised on a time-proportion basis using the effective interest method.

#### **1.21 USE OF ESTIMATES**

The preparation of annual financial statements in conformity with Standards of GRAP requires the use of certain critical accounting estimates. It also requires management to exercise its judgment in the process of applying the municipality's accounting policies. The areas involving a higher degree of judgment or complexity, or areas where assumptions and estimates are significant to the annual financial statements are disclosed in the relevant sections of the annual financial statements. Although these estimates are based on management's best knowledge of current events and actions they may undertake in the future, actual results ultimately may differ from those estimates.

#### **1.22 OFFSETTING**

Assets, liabilities, revenue and expenses have not been offset except when offsetting is required or permitted by a Standard of GRAP

#### **1.23 INTERNAL RESERVES**

##### **Capital replacement reserve (CRR)**

In order to finance the provision of infrastructure and other items of property, plant and equipment from internal sources, amounts are transferred from the accumulated surplus to the CRR in terms of a Council resolution. A corresponding amount is transferred to a designated CRR bank or investment account. The cash in the designated CRR bank account can only be utilised to finance items of property, plant and equipment. The CRR is reduced and the accumulated surplus/(deficit) is credited by a corresponding amount when the amounts in the CRR are utilised. The amount transferred to the CRR is based on the municipality's need to finance future replacement of plant and equipment in the

##### **GOVERNMENT GRANT RESERVE**

When items of property, plant and equipment are financed from government grants, a transfer is made from the accumulated surplus to the Government Grants Reserve equal to the Government Grant recorded as revenue in the Statement of Financial Performance in accordance with a directive issued by National Treasury. When such items of property, plant

and equipment are depreciated, a transfer is made from the Government Grant Reserve to the accumulated surplus/deficit.

The purpose of this policy is to promote community equity by ensuring that the future depreciation expenses that will be incurred over the useful lives of government grant funded items of property, plant and equipment are offset by transfers from this reserve to the accumulated surplus.

When an item of property, plant and equipment financed from government grants is disposed, the balance in the Government Grant Reserve relating to such item is transferred to the accumulated surplus.

#### **Donations and public contributions reserve**

When items of property, plant and equipment are financed from public contributions and donations, a transfer is made from the accumulated surplus to the Donations and Public Contributions Reserve equal to the donations and public contributions recorded as revenue in the Statement of Financial Performance in accordance with a directive issued by National Treasury. When such items of property, plant and equipment are depreciated, a transfer is made from the Donations and Public Contributions Reserve to the accumulated surplus. The purpose of this policy is to promote community equity and facilitate budgetary control by ensuring that sufficient funds are set aside to offset the future depreciation charges that will be incurred over the estimated useful life of the item of property, plant and equipment financed from donations and public contributions.

When an item of property, plant and equipment financed from government grants is disposed, the balance in the Donations and Public Contributions Reserve relating to such item is transferred to the accumulated surplus/deficit.

#### **Compensation for occupational injuries and diseases (COID) reserve**

The Compensation for Occupational Injuries and Diseases Act (Act 130 of 1993) is to provide for payment of medical treatment and compensation for disablement caused by occupational injuries or diseases sustained or contracted by employees in the course of their employment, or for death resulting from such injuries or diseases. The contribution to the COID fund is 0.75% of the salary expense. The municipality is an exempt employer in terms of Section 84 (1) (a)(ii) & (2) and as such does not pay any assessments to the COID Commissioner. In terms of the exempt status the municipality is mandated to establish its own fund and administers this fund in terms of the COID Act.

### **1.24 INVESTMENTS**

Where the carrying amount of an investment is greater than the estimated recoverable amount, it is written down immediately to its recoverable amount and an impairment loss is charged to the Statement of Financial Performance.

#### **Investments in securities**

Investments in securities are recognised on a trade date basis and are initially measured at cost.

At subsequent reporting dates, debt securities that the municipality has the expressed intention and ability to hold to maturity (held-to-maturity debt securities) are measured at amortised cost, less any impairment losses recognised to reflect irrecoverable amounts. The annual amortisation of any discount or premium on the acquisition of a held-to-maturity security is aggregated with investment income receivable over the term of the instrument so that the revenue recognised in each period represents a constant yield on the investment.

## **1.25 CONDITIONAL GRANTS AND RECEIPTS**

Revenue received from conditional grants, donations and funding are recognised as revenue to the extent that the municipality has complied with any of the criteria, conditions or obligations embodied in the agreement. To the extent that the criteria, conditions or obligations have not been met a liability is recognised.

## **1.26 EXEMPTIONS IN PRIOR FINANCIAL YEAR**

### **Full advantage**

The Municipality had taken full advantage of all the exemptions by the Minister of Finance in Government Gazette 30013 of 29 June 2007. These exemptions are for the 2006/07 and 2007/08 financial years.

### **Adjustment for full compliance**

By complying fully with the standards that are currently being exempted and for which the full advantage has been taken will result in changes in the following:

### **Statement of financial Performance**

- Impairment loss / gain
- Changes in fair value of assets
- Adjustment in expenditure for intangible assets
- Property, plant and equipment adjusted for Impairment
- Property, plant and equipment adjusted for Intangible assets
- Recognising of Intangible assets

## **NOTES TO THE ANNUAL FINANCIAL STATEMENTS**

## **2. NEW STANDARDS AND INTERPRETATIONS**

### **2.1 Standards and interpretations effective and adopted in the current year**

In the current year, the municipality has adopted the following standards and interpretations that are effective for the current financial year and that are relevant to its operations:

### **GRAP 17: PROPERTY, PLANT AND EQUIPMENT**

The provisions of GRAP 17 with regards "movable assets" have been applied since the financial year ended June 2007.

However, the provisions of GRAP 17 with regard to "measurement after recognition" have not been applied to infrastructure assets as the project to undertake the exercise has yet to start as is described in accounting policy note 1.18. Thus the residual value, the useful life of each asset and the depreciation methods have not been reviewed and are unchanged from previous years. The aggregate impact of the expected revaluation adjustment and the depreciation adjustment arising from this comprehensive exercise is expected to be material. An estimate has not been attempted for and to do so would be meaningless and be in the realms of pure conjecture.

### 3. CASH AND CASH EQUIVALENTS

Cash on hand	11,700	10,700
Short-term deposits	560,530	1,578,898
Current portion of Pledged Investments	56,905	6,316,441
Bank overdraft	(18,191,202)	(5,859,044)
	<b>(17,562,067)</b>	<b>2,046,995</b>

The non-current portion of pledged investments is included in non-current investments (note 8).

Current assets	629,135	7,906,039
Current liabilities	(18,191,202)	(5,859,044)
	<b>(17,562,067)</b>	<b>2,046,995</b>

### 4. THE MUNICIPALITY HAD THE FOLLOWING BANK ACCOUNTS

<u>Account details</u>	<u>Bank statement balances</u>			<u>Cash book balances</u>		
	<b>30 June 2009</b>	<b>30 June 2008</b>	<b>30 June 2007</b>	<b>30 June 2009</b>	<b>30 June 2008</b>	<b>30 June 2007</b>
ABSA Westonaria	4,508,785	1,820,500	9,483,626	(18,305,457)	(5,859,044)	5,308,049
Account 590-000-019						
(Primary Bank Account)						

### 5. TRADE AND OTHER RECEIVABLES FROM EXCHANGE TRANSACTIONS

#### Gross Balances

Rates	12,424,053	8,889,679
Electricity	7,347,016	5,702,060
Water	32,171,150	24,016,765
Sewerage	3,128,356	2,612,153
Refuse	4,481,983	3,975,498
Housing rental	892,864	675,455
Other (Vat, capital, interest, reconnection fees etc.)	26,678,845	19,138,492
Handed over to debtors	2,315,398	1,180,152
Debtors with credit balances	2,237,466	1,647,060
	<b>91,677,131</b>	<b>67,837,314</b>

#### Less: Provision for debt impairment

Rates	9,608,870	2,714,598
Electricity	3,107,078	3,211,765
Water	26,834,306	20,578,473
Sewerage	2,465,315	2,078,473
Refuse	3,932,557	3,438,111
Housing rental	817,766	597,954
Other (Vat, capital, interest, reconnection fees etc.)	18,290,295	13,083,170
Handed over to debtors	1,168,158	1,180,152
	<b>66,224,345</b>	<b>46,882,696</b>

<b>Net balance</b>		
Rates	2,815,183	6,175,081
Electricity	4,239,938	2,490,295
Water	5,336,844	3,438,292
Sewerage	663,041	533,680
Refuse	549,426	537,387
Housing rental	75,098	77,501
Other (Vat, capital, interest, reconnection fees etc.)	8,388,550	6,055,322
Handed over to debtors	1,147,240	-
	2,237,466	1,647,060
<b>Debtors with credit balances</b>		
	<b>25,452,786</b>	<b>20,954,618</b>
<b>Rates</b>		
	2,400,477	1,334,113
Current (0 -30 days)		
31 - 60 days	414,706	480,823
61 - 90 days	425,519	294,751
91 - 120 days	360,179	302,734
121+ days	8,823,172	6,477,258
	<b>12,424,053</b>	<b>8,889,679</b>
<b>Electricity, water, sewerage, refuse and rental (excludes VAT, interest, capital and reconnection fees)</b>		
Current (0 -30 days)	9,303,013	5,423,129
31 - 60 days	1,561,335	1,955,406
61 - 90 days	1,384,907	1,487,978
91 - 120 days	1,470,791	1,125,152
121+ days	34,301,324	26,990,264
	<b>48,021,370</b>	<b>36,981,929</b>
<b>Reconciliation of debt impairment provision for consumer debtors</b>		
Balance at beginning of the year	46,882,696	38,779,921
Contribution to provision	(19,341,649)	(8,102,775)
	<b>66,224,345</b>	<b>46,882,696</b>
<b>Reconciliation of debt impairment provision for long-term, trade and other receivables</b>		
<b>Contributions to provision:</b>		
Long-term receivables	(1,852,232)	(1,852,232)
Trade and other receivables	(1,053,258)	(1,053,258)
<b>Balance at the end of the year</b>	<b>(2,905,490)</b>	<b>(2,905,490)</b>
<b>Total provisions held for all receivables</b>	<b>(69,129,835)</b>	<b>(49,788,186)</b>

Details of long-term receivables is contained in note 7 and trade and other receivables in note 5.

The increase in the provision for impaired receivables has been included in operating expenses in the statement of financial performance (note 27). Amounts charged to the allowance account are generally written off when there is no expectation of recovering additional cash.

The maximum exposure to credit risk at the reporting date is the fair value of each class of loan mentioned above. The municipality does not hold any collateral as security beside that of consumer deposits.

## 6. OTHER RECEIVABLES FROM NON-EXCHANGE TRANSACTIONS

Guarantees in lieu of electricity and water deposits	120,000	120,000
Overtime and bonuses paid in advance	1,066,456	898,673
Sundry Debtors	1,554,199	1,581,744
Staff debtors - leave taken in advance	10,391	64,893
SARS (VAT Receivable)	9,521,184	-
Sundry debtors with credit balances	31,472	-
Provision for bad debts - sundry debtors	(1,053,258)	(1,053,258)
	<b>11,250,444</b>	<b>1,612,052</b>

## 7. INVENTORIES

Consumable stores - at cost	1,119,524	1,307,288
Stock in transit	(5,567)	237,036
	<b>1,113,957</b>	<b>1,544,324</b>

Stock in transit is shown as creditors in trade and other payables in note 11.

## 8. NON-CURRENT RECEIVABLES

Sale of stands	4,276,757	4,064,291
Car loans	776,006	676,148
Bursary loans	3	-
Mohlakeng Sewer (Randfontein Local Municipality)	1,539,562	5,290,419
Long-term receivables with credit balances	23,319	32,705
Property deposits	(150)	(150)
	<b>6,615,497</b>	<b>10,063,413</b>
<b>Less: Current portion</b>		
	1,539,562	5,290,419
Mohlakeng Sewer (Randfontein Local Municipality)		
<b>Less: Provision for doubtful debts</b>		
Sale of stands	1,076,226	1,176,084
Car loans	776,006	676,148
	<b>1,852,232</b>	<b>1,852,232</b>
	<b>3,223,703</b>	<b>2,920,762</b>

### Sale of stands

A provision has been raised against a proportion of the debtors for the sale of stands. Interest has been accrued to these debts and is reflected in interest earned. An adjustment to this interest earned has not been made as this provision encompasses such an adjustment.

### Car Loans

Senior staff were, prior to the implementation of the Municipal Finance Management Act, entitled to car loans which attract interest at 8.5% per annum and which are repayable over a maximum

period of 6 years. No new loans are granted since 2003. The loans still reflected relate to 5 former employees which have been handed over to the Municipality's attorneys for collection.

The amount includes an amount of R538,323 (2008 - R463,865) owed by a former Municipal Manager.

The full amount outstanding has been fully provided. The increase over the year has been interest accruing on the outstanding debt.

## 9. INVESTMENTS

### At fair value through surplus or deficit

Pledged investments	2,117,349	1,900,535
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Invested with Nedcor as security for the redemption of registered municipal stock on maturity date.

The current portion of pledged investments is included in cash and cash equivalents (note 3).

## 10. PROPERTY, PLANT AND EQUIPMENT

	2009			2008		
	Cost / Valuation	Accumulated depreciation	Carrying value	Cost / Valuation	Accumulated depreciation	Carrying value
Infrastructure	230,527,281	(69,613,996)	160,913,285	198,754,892	(65,593,148)	133,161,744
Community	40,072,358	(29,190)	40,043,168	38,083,267	(485,782)	37,597,485
Other	28,718,779	(10,554,528)	18,164,251	33,331,838	(8,214,731)	25,117,107
<b>Total</b>	<b>299,318,418</b>	<b>(80,197,714)</b>	<b>219,120,704</b>	<b>270,169,997</b>	<b>(74,293,661)</b>	<b>195,876,336</b>

### RECONCILIATION OF PROPERTY, PLANT AND EQUIPMENT - 2009

	Opening balance	Additions	Other changes, movements	Depreciation	Total
Infrastructure	133,161,744	25,238,181	6,702,237	(4,188,877)	160,913,285
Community	37,597,485	2,544,073	(98,390)	-	40,043,168
Other	25,117,107	3,034,334	(8,272,015)	(1,715,175)	18,164,251
	<b>195,876,336</b>	<b>30,816,588</b>	<b>(1,668,168)</b>	<b>(5,904,052)</b>	<b>219,120,704</b>

### RECONCILIATION OF PROPERTY, PLANT AND EQUIPMENT – 2008

	Opening balance	Additions	Disposals	Depreciation	Total
Infrastructure	183,977,315	17,915,780	(3,138,204)	(65,593,147)	133,161,744
Community	32,884,845	5,219,206	(20,783)	(485,783)	37,597,485
Other	23,091,442	12,081,863	(1,841,466)	(8,214,732)	25,117,107
	<b>239,953,602</b>	<b>35,216,849</b>	<b>(5,000,453)</b>	<b>(74,293,662)</b>	<b>195,876,336</b>

### Other information

Fully depreciated property, plant and equipment still in use	61,849,541	57,328,919
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See Annexure B for more detail on property, plant and equipment, including those in the course of construction.

A register containing the information required by section 63 of the Municipal Finance Management Act is available for inspection at the registered office of the municipality.



**11. INVESTMENT PROPERTY**

	Cost / Valuation	2009 Accumulated depreciation	Carrying value	Cost / Valuation	2008 Accumulated depreciation	Carrying value
Investment property	32,207,673	-	32,207,673	30,415,005	-	30,415,005

**RECONCILIATION OF INVESTMENT PROPERTY - 2009**

	Opening balance	Additions	Other changes, movements	Total
Investment property	30,415,005	124,500	1,668,168	32,207,673

**RECONCILIATION OF INVESTMENT PROPERTY - 2008**

	Opening balance	Additions	Total
Investment property	30,278,243	136,762	30,415,005

**DETAILS OF PROPERTY**

A register containing the information required by section 63 of the Municipal Finance Management Act is available for inspection at the registered office of the municipality.

**12. TRADE AND OTHER PAYABLES FROM EXCHANGE TRANSACTIONS**

Trade payables	12,972,453	10,217,154
Long-term debtors with credit balances	23,319	32,705
Stock in transit	(5,567)	237,036
Salary creditors	170,810	91,157
Debtors with credit balances	2,237,467	1,647,060
Sundry debtors with credit balances	31,472	237,276
Unclaimed monies	2,468,798	45,275
	<b>17,898,752</b>	<b>12,507,663</b>

**13. CONSUMER DEPOSITS**

Electricity & water	2,735,124	2,692,194
Guarantees in lieu of electricity and water deposits	120,000	120,000

See note 5 for details on guarantees in lieu of electricity and water deposits.

All consumers are required to lodge a deposit equating to two months consumption of electricity and water services. These deposits are only refunded once the service is terminated. No interest is paid on deposits.

**14. TAXES AND TRANSFERS PAYABLE**

VAT payable	5,375,108	265,384
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VAT is payable on the receipts basis. Only once payment is received from debtors is VAT paid over to SARS.

## 15. ACCRUALS

### RECONCILIATION OF ACCRUALS - 2009

	Opening Balance	Reversed during the year	Total
Leave Pay	5,777,539	(576,824)	5,200,715

### RECONCILIATION OF ACCRUALS - 2008

Leave Pay	3,529,308	2,248,231	5,777,539
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## 16. UNSPENT CONDITIONAL GRANTS AND RECEIPTS

Unspent conditional grants comprises

Conditional grants from other spheres of government	4,654,749	6,575,438
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See note 23 for the reconciliation of grants from National/Provincial Government as well as details of MIG Grants.

The nature and extent of government grants recognised in the annual financial statements and an indication of other forms of government assistance from which the municipality has directly benefited.

Unfulfilled conditions and other contingencies attaching to government assistance that has been recognised.

## 17. LONG-TERM LIABILITIES

### At fair value through surplus or deficit

Local Registered Stock Loans	2,628,000	9,628,000
Annuity Loans	44,123,033	42,513,389
Financial Lease	416,703	453,188
	<b>47,167,736</b>	<b>52,594,577</b>

### Non-current portion

Local Registered Stock Loans	2,628,000	2,628,000
Annuity Loans	36,507,150	36,624,225
Financial Lease	416,703	441,233
	<b>39,551,853</b>	<b>39,693,458</b>

### Current portion

Local Registered Stock Loans	-	7,000,000
Annuity Loans	7,615,883	5,889,164
Financial Lease	-	11,955
	<b>7,615,883</b>	<b>12,901,119</b>
	<b>47,167,736</b>	<b>52,594,577</b>

Refer to Annexure A for more detail on long-term liabilities. Local registered stock and annuity loans are fixed rate loans. Interest on local registered stock loans is payable half-yearly. Interest and capital on redemption on annuity loans and the finance leases are payable monthly.

## 18. RETIREMENT BENEFITS

There are 6 retirement funds into which Councillors and employees contribute. Further detail of retirement funds and medical aid plans are provided below.

### Defined contribution plan

There are 4 defined contribution retirement funds.

These funds are subject to a triennial actuarial valuation. The last valuation was performed as at 30 June 2006. Its liabilities as at that date are R 1 818 624 000 which are financed by assets with a market value of R2 116 732 000. Information requested on the latest valuation of the Pension Fund for Councillors was outstanding at the date of this report. The market value of Pension Funds in general was effected by external international market forces.

No information has been received from the Pension Funds on the latest valuation as at 30 June 2009, despite a written request for this information. The impact of this on the relevant defined benefit funds was not known at date of these financial statements.

An amount of R 7,5 million (2008: R7,3 million) was contributed by the Municipality in respect of Councillor and employees retirement funds. These contributions have been expensed.

### Defined benefit plan

There are 2 defined benefit retirement funds.

The first fund to which 10 (2008 - 10) employees contribute is within the ambit of the Joint Municipal

### Pension Fund (JMPF) structure

The second to which Councillors contribute, is within the ambit of the Municipal Employees Pension Fund structure.

### Post retirement medical aid plan

Medical aid funds include K Health, Bonitas, LA Health, Samuhealth and Hosmed.

The basis of benefits paid - applicable to all medical aids - as per the agreement by SALGA includes the following:

- Employees who have retired or who have been boarded
- Those employed before 1 July 2004 - WLM continues to pay 70% of WLM's contribution that was paid whilst employed.
- Those employed after 1 July 2004 - WLM continues to pay 60% of WLM's contribution that was paid whilst employed.

### Post retirement medical aid funds

Contribution to post retirement medical aid funds	611,642	525,714
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The above amounts are included in employee related benefits (note 25) as costs - contributions to medical aid funds.

**19. REVENUE**

Rendering of services	117,864,740	85,632,547
Rental Income	428,552	424,522
Interest received	7,095,897	4,953,691
Fines	574,271	271,143
Licenses and permits	4,481,661	3,205,419
Government grants	91,151,273	74,952,748
	<b>221,596,394</b>	<b>169,440,070</b>

**20. IMPUTED INTEREST**

This note discloses the effect of GRAP 9 paragraph 15. The calculation brings into account the interest from interest free period, to recognise revenue at fair value of consideration received or receivable.

As a result of the calculations below, revenue would be notionally reduced by these amounts and interest revenue would be notionally increased. Comparatives from prior year have not been computed.

Assessment rates (revenue)	77,573
Electricity (revenue)	110,189
Water (revenue)	217,358
Sewerage (revenue)	17,733
Refuse (revenue)	18,742

<b>Net calculated imputed interest</b>	<b>441,595</b>
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**21. PROPERTY RATES****Rates received**

Commercial	18,789,808	17,447,112
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**Valuations**

Residential	182,303,979	182,303,979
Improvements	692,559,146	692,559,146
	<b>874,863,125</b>	<b>874,863,125</b>

Valuations on land and buildings are planned to be performed every three years. The last valuation came into effect on 1 July 2000. The current valuation roll will remain in force till implementation of the new valuation roll. The new roll will be produced so that it can be introduced at the same time as the new Property Rates Act is due to be activated 1 July 2009. A general rate of R0.1626 (2008: R0.1520) is applied to property valuations to determine assessment rates. Rebates of 40% are granted to pensioners. Rates are levied on an annual basis on property owners. Rates are levied on an annual basis and are payable monthly by the 8th day of the following month. Interest at 15% per annum (2008: 15%) is levied on outstanding rates. Overdue amounts are handed over for collection once the Revenue Collection policy processes have been followed.

**22. SERVICE CHARGES**

Sale of electricity	25,279,133	22,291,932
Sales of pre-paid electricity	11,178,823	10,212,779
Sale of water	48,202,631	18,937,859
Refuse removal	4,741,022	4,781,744
Sewerage and sanitation charges	9,545,505	11,834,845
Other service charges	127,818	126,276
	<b>99,074,932</b>	<b>68,185,435</b>

## 23. INVESTMENT REVENUE

Interest on investments	1,220,878	1,729,605
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## 24. GOVERNMENT GRANTS AND SUBSIDIES

Equitable share	46,658,534	36,392,493
Provincial health subsidy	1,171,905	5,764,060
Provincial government sundry grant	5,038,328	5,000,000
MIG Grant - Capital Expenditure	26,880,631	24,207,615
MIG Grant - Operational Expenditure	1,235,818	1,149,550
DAC Funding - libraries	279,000	1,118,000
MSIG Grant	735,000	821,030
FMG Grant	500,000	500,000
Bontle ke Botho prize money	110,000	-
Contribution WRDM	8,542,057	-
	<b>91,151,273</b>	<b>74,952,748</b>

### Equitable Share

The equitable share allocation reflects the equitable division of Revenue raised nationally amongst spheres of Government in terms of the Division of Revenue Act, No. 2 of 2008 (Government Gazette No. 30940 dated 1 April 2008).

In terms of the Constitution, this grant is used to subsidise the provision of basic services to indigent community members. It is also used to finance operational expenditure and Councillor remuneration.

### Provincial Health Subsidies

Current-year receipts	1,171,905	5,764,060
Conditions met - transferred to revenue	1,171,905	5,764,060

### Conditions still to be met - transferred to liabilities

The Municipality renders primary health services on behalf of the Provincial Government and is refunded fully for expenditure incurred. Income and expenditure related to primary health services are included in the public health vote as per Appendix D. The conditions of the subsidy have been met.

### MIG Grant

Balance unspent at beginning of year	6,575,438	2,451,407
Current-year receipts	32,771,198	31,932,603
Conditions met (infrastructure) - transferred to revenue	33,456,069	26,659,022
Conditions met (PMU Unit) - transferred to revenue	1,235,818	1,149,550

<b>Conditions still to be met - transferred to liabilities</b>	<b>4,654,749</b>	<b>6,575,438</b>
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The allocation of MIG grants were in terms of the Division of Revenue Act, No. 2 of 2008 (Government Gazette No. 30940 dated 1 April 2008).

The MIG Grant consists of 2 components: one for the operational expenditure related to the unit R1,235,818 (2008 - R1,149,550), and the other component to fund infrastructure such as roads, sewer, disposal sites ect. as part of the upgrading of previous disadvantage areas

totalling R33,456,069 (2008 - R26,659,022). No funds have been withheld. Grants utilised are reflected in the Income statement in note 23, Government grants and receipts.

Conditions still to be met - transferred to liabilities, are reflected in note 15, Unspent conditional grants and receipts.

#### **FMG Grant**

Current-year receipts	500,000	500,000
Conditions met - transferred to revenue	500,000	500,000

#### **Conditions still to be met - transferred to liabilities**

- -

The allocation of the Finance Management Grant was in terms of the Division of Revenue Act, No. 2 of 2008 (Government Gazette No. 30940 dated 1 April 2008).

This grant was used to finance the National Treasury Intern programme and training as part of the Financial Management reform. No funds have been withheld.

#### **Changes in levels of government grants**

Based on the allocations set out in the Division of Revenue Act, No. 2 of 2008 (Government Gazette No. 30940 dated 1 April 2008), no significant increase in the Equitable share allocation are expected over the forthcoming 3 financial years.

### **25. OTHER INCOME**

Profit on sale of property	1,727,489	84,550
Other income	827,180	323,175
	<b>2,554,669</b>	<b>407,725</b>

### **26. EMPLOYEE RELATED COSTS**

Basic	41,733,220	39,314,526
Bonus	3,638,915	3,473,237
Medical aid - company contributions	5,442,919	4,997,905
UIF	414,926	382,248
SDL	682,179	999,512
Other payroll levies	20,272	19,278
Leave pay provision charge	(10,391)	2,183,338
Standby Allowance	585,334	566,082
Temporary Employees	52,271	54,278
Post-employment benefits - Pension - Defined contribution plan	7,505,555	7,369,215
Travel, motor car, accommodation, subsistence and other allowances	4,607,944	3,725,880
Overtime payments	5,433,227	4,558,454
Long-service awards	255,766	8,000
Acting allowances	719,013	596,425
Housing benefits and allowances	932,159	989,169
Entertainment Allowance	3,204	7,727
Group Life	453,337	453,633
Uniforms and Overalls	44,806	37,101
Protective Clothing	188,722	213,531
Telephone Allowance	12,650	-
	<b>72,716,028</b>	<b>69,949,539</b>

**REMUNERATION OF FORMER ACTING MUNICIPAL MANAGER**

Annual Remuneration	-	194,845
Telephone allowance	-	5,600
Car allowance	-	58,100
Contributions to UIF, medical and pension funds	-	59,071
	-	<b>317,616</b>

The figures reflect the remuneration details of the former Acting Municipal Manager for 2007 and up to the expiry of the retrenchment package. On 17 February 2007 the contract of employment was terminated. In terms of the settlement agreement, the Municipality made payments in terms of the original employment contract until it expired on 31 January 2008.

**REMUNERATION OF MUNICIPAL MANAGER (APPOINTED 1 AUGUST 2007)**

Annual Remuneration	706,812	509,577
Telephone allowance	-	10,000
Car allowance	184,448	177,965
Contributions to UIF, medical and pension funds	147,496	121,056
	<b>1,038,756</b>	<b>818,598</b>

The Municipal Manager was appointed on 1 August 2007.

**REMUNERATION OF CHIEF FINANCE OFFICER**

Annual Remuneration	637,702	428,820
Travel, motor car, accommodation, subsistence and other allowances	117,600	137,711
Contributions to UIF, medical and pension funds	73,398	106,504
	<b>828,700</b>	<b>673,035</b>

**REMUNERATION OF INDIVIDUAL EXECUTIVE DIRECTORS (STRATEGIC SERVICES)**

Annual Remuneration	334,310	-
Telephone allowance	7,500	-
Car allowance	125,668	-
Contributions to UIF, medical and pension funds	1,026	-
	<b>468,504</b>	-

**REMUNERATION OF INDIVIDUAL EXECUTIVE DIRECTORS (PERFORMANCE AND COMPLIANCE)**

Annual Remuneration	519,324	392,975
Service bonuses	-	32,445
Telephone allowance	18,000	8,400
Car allowance	141,264	132,250
Contributions to UIF, medical and pension funds	156,445	125,046
	<b>835,033</b>	<b>691,116</b>

**REMUNERATION OF INDIVIDUAL EXECUTIVE DIRECTORS (ID&P SERVICES)**

Annual Remuneration	712,544	135,820
Telephone allowance	18,000	4,500
Car allowance	96,618	23,580
Contributions to UIF, medical and pension funds	1,538	374
	<b>828,700</b>	<b>164,274</b>

**REMUNERATION OF INDIVIDUAL EXECUTIVE DIRECTORS (CORPORATE SERVICES)**

Annual Remuneration	712,544	317,944
Telephone allowance	18,000	10,500
Car allowance	96,618	55,020
Contributions to UIF, medical and pension funds	1,538	7,232
	<b>828,700</b>	<b>390,696</b>

**REMUNERATION OF INDIVIDUAL EXECUTIVE DIRECTORS (COMMUNITY SERVICES)**

Annual Remuneration	555,964	260,083
Telephone allowance	18,000	10,500
Car allowance	108,000	61,860
Contributions to UIF, medical and pension funds	146,736	58,253
	<b>828,700</b>	<b>390,696</b>

The post of Executive Manager: ID & P had been vacant since July 2005. The Executive Manager Municipal Support services had also been the Acting Municipal Manager until 17 February 2007.

From 1 March 2007 an employee from the Sedibeng District Municipality was seconded to Westonaria Municipality to be the Acting Executive Manager Municipal Support Services, at no cost to Westonaria Municipality.

The Executive Manager: Municipal Support Services and Executive Manager: Community Services were appointed as from 1 December 2007. The Executive Manager: ID & P was appointed as from 1 March 2008.

The CFO's contract of employment was renewed as from 1 March 2008. The Executive Manager: Internal Affairs' contract expired on 30 April 2009.

**27. REMUNERATION OF COUNCILLORS**

Executive Major	546,472	478,829
Speaker	375,690	374,697
Executive Committee Members	1,348,475	1,172,472
Councillors	2,289,945	2,132,052
Councillors' pension and medical aid contribution	461,539	456,621
Councillors' allowances	1,594,055	1,620,740
	<b>6,616,176</b>	<b>6,235,411</b>

**REMUNERATION TERMS**

Councillors were remunerated for the period 1 July 2007 until 31 December in terms of Government Gazette No. R1224 of 1 December 2006. The remuneration packages of Councillors are in terms of the aforementioned Government Gazettes and are structured to include "In kind benefits". The payment structure was confirmed in the Council's resolution 0003/07(02).

Councillors were remunerated for the period 1 January 2008 until 30 June 2008 in terms of Government Gazette No. R1227 of 18 December 2007. The payment structure was confirmed in Council resolution C/Res 0274/08(02).

Councillors were remunerated for the period 1 July 2008 until 30 June 2009 in terms of Government Gazette No. R1319 of 8 December 2008.

The Executive Mayor, Speaker and Mayoral Committee members are full-time. Each is provided with an office and secretarial support and the cost of Council.

The Executive Mayor has use of a council owned vehicle for official duties and 2 full-time bodyguards.

**28. DEBT IMPAIRMENT**

Bad debts	360	3,149,532
Contributions to bad-debt provision	19,341,650	8,102,775
	<b>19,342,010</b>	<b>11,252,307</b>



<b>29. DEPRECIATION AND AMORTISATION</b>		
Property, plant and equipment	5,904,052	4,449,497
See Annexure B for more detail on property, plant and equipment.		
<b>30. FINANCE COSTS</b>		
Interest paid on long-term liabilities	7,309,320	5,689,469
<b>31. BULK PURCHASES</b>		
Electricity	26,199,560	18,410,815
Water	44,481,035	18,123,025
	<b>70,680,595</b>	<b>36,533,840</b>
<b>32. CONTRACTED SERVICES</b>		
Fleet Services	3,100,977	1,026,638
Operating Leases	1,286,805	978,822
Specialist Services	520,023	1,628,676
Other Contractors	1,498,005	1,039,400
	<b>6,405,810</b>	<b>4,673,536</b>
<b>33. GRANTS AND SUBSIDIES PAID</b>		
Grants	2,794	19,145
<b>34. GENERAL EXPENSES</b>		
Advertising	167,208	17,602
Bank charges	672,815	296,380
Computer expenses	4,363	-
Consumables	21,509	39,250
Entertainment	292,778	220,166
Flowers	7,988	40,219
Gifts	5,537	9,938
Insurance	703,253	475,551
Conferences and seminars	280,598	286,854
Lease rentals on operating lease	1,867,775	1,516,788
Levies	1,373,904	1,152,893
Magazines, books and periodicals	833	286,715
Medical expenses	25,056	11,687
Motor vehicle expenses	2,232,597	-
Grant Expenditure	1,052,783	554,073
Fuel and oil	2,261,190	2,263,434
Relocation costs	(3,503)	28,625
Postage and courier	217,083	208,537
Printing and stationery	1,829,297	1,511,637
Project maintenance costs	15,872	11,183
Security (Guarding of municipal property)	-	3,375
Software expenses	357,407	798,681
Subscriptions and membership fees	632,219	238,964
Telephone and fax	1,119,939	1,002,711
Training	60,104	-
Travel - local	388,518	428,196
Stock and material	195,642	201,216
Recoverable Work Proceeds	(340,590)	(1,657,672)
Promotion of town	336,455	1,337,591
HIV/AIDS	122,591	645,788
Chemicals	201,133	220,686
Convention bureau	100	15,385
Other expenses	4,699,598	8,270,066
	<b>20,802,052</b>	<b>20,436,519</b>

### 35. OPERATING SURPLUS

Operating surplus for the year is stated after accounting for the following:

#### Operating lease charges

Premises		
• Contractual amounts	1,729,902	1,373,165
Equipment		
• Contractual amounts	137,873	143,623
	<b>1,867,775</b>	<b>1,516,788</b>

Surplus on sale of property, plant and equipment	10,716	25,305
Depreciation on property, plant and equipment	5,904,052	4,449,497
Employee costs	79,332,203	76,184,949

### 36. CASH GENERATED FROM OPERATIONS

Surplus	9,293,083	2,353,246
Depreciation and amortization	5,904,052	4,449,497
Off-setting of depreciation	-	(2,612,539)
Surplus on sale of assets	(10,716)	(25,305)
Interest received	(1,220,878)	(1,729,605)
Finance costs	7,309,320	5,689,469
Movements in provisions - non-current	(576,824)	-
Contribution to provision - current	19,342,010	8,102,775
Other non-cash items	(1,948,989)	(4,215,960)
Prior year adjustment	511,963	(1,097,187)
<b>Changes in working capital:</b>		
Inventories	430,367	(136,670)
Other receivables from non-exchange transactions	(9,638,392)	8,835,835
Consumer debtors	(4,498,168)	(775,184)
Current portion of receivables	3,750,857	5,151,872
Consumer deposits	42,930	223,910
Trade and other payables from exchange transactions	5,391,089	(5,067,700)
VAT	5,109,724	(3,792,394)
Unspent conditional grants and receipts	(1,920,689)	4,124,031
	<b>37,270,739</b>	<b>19,478,091</b>

### 37. COMMITMENTS

#### Authorized capital expenditure

##### Approved and contracted for:

Infrastructure	4,654,745	13,887,363
<b>Approved but not contracted for</b>	<b>4,654,745</b>	<b>13,887,363</b>

Committed expenditure will be financed from:		
<b>Government grants</b>	4,654,745	13,887,363

Commitments includes a provision to the amount of R1,726,262 for retention fees on projects.

### 38. CONTINGENCIES

#### Contingent liabilities

Claim for damage to a house rising from a fallen tree	-	75,096
Collection processes in respect of joint committee of attorneys	15,000	-

### 39. RELATED PARTIES

Joint ventures	None
Associates	None

### KEY MANAGEMENT INFORMATION

Executive Mayor	Ms. M. MA Khumalo
Mayoral Committee member	Ms. A. Gela
Mayoral Committee member	Ms. J. Motsepe
Mayoral Committee member	Ms. B. M. Mosimane
Mayoral Committee member	Mr. W Matshaya
Mayoral Committee member	Mr. N. Mndayi
Municipal Manager	Mr. M. G. Seitisho
CFO	Mr. H. J. van Brakel
HOD: Community Services	Ms. T. Morolo
Acting HOD: Strategic Services	Mr. J. Coetzee
HOD: Corporate Services	Mr. L. Thibini
HOD: Infrastructure and Development	Mr. S. Mbanjwa (Resigned 2009/05/31)
HOD: Performance and Compliance	Mr. H. R. Uys

### ○ RISK MANAGEMENT

#### CAPITAL RISK MANAGEMENT

There have been no changes to what the municipality manages as capital, the strategy for capital maintenance or externally imposed capital requirements from the previous year.

#### FINANCIAL RISK MANAGEMENT

The municipality's activities expose it to a variety of financial risks: local economic environment, market forces, cash flow interest rate risk and price risk, credit risk and liquidity risk.

#### LIQUIDITY RISK

The municipality's risk to liquidity is a result of the funds available to cover future commitments. The municipality manages liquidity risk through an ongoing review of future commitments and credit facilities.

#### INTEREST RATE RISK

As the municipality has no significant interest-bearing assets, the municipality's income and operating cash flows are substantially independent of changes in market interest rates.

#### CREDIT RISK

Credit risk consists mainly of cash deposits, cash equivalents, derivative financial instruments and trade debtors. The municipality only deposits cash with major banks with high quality credit standing and limits exposure to any one counter-party.

Trade receivables comprise a widespread customer base. Management evaluated credit risk relating to customers on an ongoing basis. The main risk is represented by the deterioration of on-time collection of property taxes and service charges.

○ **GOING CONCERN**

We draw attention to the fact that at 30 June 2009, the municipality had been experiencing cash flow difficulties in that the collections from consumer debtors are very low at some 65% of monthly billings and the collections for arrear debts have been steadily declining. Of the R89,4 million owed by consumer debtors (2008 - R66,2 million), there is R62,3 million over 300 days (2008 - R46,5 million). Consequently the provision for doubtful debts has been increased by some R19,3 million to R66,2 million (2008 - R 46.8 million) and this represents some 74% (2008 - 70.7%) of the amount owed by consumer debtors.

The ability of the municipality to continue as a going concern is dependent on a number of factors. The most significant of these is that the Accounting Officer continues to procure banking facilities for the ongoing operations for the municipality and that, now the April 2009 national elections are over, the credit control policies can be applied more effectively without political interference so as to improve the very low collections ratios on monthly billings and improve the collection of arrear debts.

**42. POST BALANCE SHEET EVENTS**

There are no post balance sheet events that have a bearing on these financial statements

**43. UNAUTHORISED, FRUITLESS AND WASTEFUL EXPENDITURE**

- 317,616

Payments made to a former acting Municipal Manager

The figures reflect the remuneration details of the former Acting Municipal Manager for 2007 and up to the expiry of the retrenchment package. On 17 February 2007 the contract of employment was terminated. In terms of the settlement agreement, the Municipality made payments in terms of the original employment contract until it expired on 31 January 2008.

**44. IN-KIND DONATIONS AND ASSISTANCE**

The municipality did not receive in-kind donations and assistance for the current and prior years of reporting.

**45. ADDITIONAL DISCLOSURE IN TERMS OF MUNICIPAL FINANCE MANAGEMENT ACT**

Contributions to organised local government

SALGA membership fees	617,488	217,643
SALGA - SALGA - SA Local Government Bargaining Council	-	10,439
Amount paid - current year	617,488	228,082
<b>Balance unpaid (included in creditors)</b>	-	-

**Audit fees**

Current year fee	1,451,167	982,073
Amount paid - current year	1,451,167	982,073

**Balance unpaid (included in creditors)** - -

**PAYE and UIF**

Current year payroll deductions	10,740,624	8,149,709
Amount paid - current year	10,740,624	8,149,709
<b>Balance unpaid (included in creditors)</b>	-	-

**Pension and medical aid deductions**

Current year payroll deductions and council contributions	20,625,019	18,876,913
Amount paid - current year	20,625,019	18,880,131

**Balance unpaid (included in creditors)** - (3,218)

**VAT: VAT payable** 5,375,108 265,384

VAT output payables and VAT input receivables are shown in note 13.  
All VAT returns have been submitted by the due date throughout the year.

#### **COUNCILLORS' ARREAR CONSUMER ACCOUNTS**

The following Councillors had arrear accounts outstanding at 30 June 2009. These outstanding amounts will be recovered from salaries in terms of instructions from the previous MEC in the Gauteng Department of Local Government

<b>30 June 2009</b>	<b>Outstanding less than 90 days</b>	<b>Outstanding more than 90 days</b>	<b>Total</b>
Councillor A. Gela	-	-	-
<b>30 June 2008</b>	<b>Outstanding less than 90 days</b>	<b>Outstanding more than 90 days</b>	<b>Total</b>
Councillor A. Gela	R1 033	R4 051	R5 084

#### **46. UTILISATION OF LONG-TERM LIABILITIES RECONCILIATION**

Long-term liabilities raised	47,167,736	52,594,577
Used to finance property, plant and equipment	47,167,736	52,594,577
Cash set aside for the repayment of long-term liabilities	-	-

#### **Cash invested for repayment of long-term liabilities**

Pledged Investments	2,117,349	1,900,535
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Long-term liabilities have been utilized in accordance with the Municipal Finance Management Act. Sufficient cash has been set aside to ensure that long-term liabilities can be repaid on redemption date.

Detail of cash invested is in Investments (note 8).

#### **47. DEVIATION FROM SUPPLY CHAIN MANAGEMENT REGULATIONS**

A number of deviations were approved by Council in terms of REG.17(1)(c)FWPQ, REG.16(c)WQ, and DEV. 36(1)(a)(v) of the Supply Chain Policy. The reasons for these deviations were documented and reported to the Accounting Officer who considered them and subsequently approved the deviations from the normal supply chain management regulations.

#### **48. PRIOR PERIOD ERROR**

##### **VACANT LAND UNDERSTATED IN PREVIOUS YEARS**

During the audit of the current annual financial statements, it was discovered that the fixed asset register for land was understated when compared to the Valuation Roll as at 30 June 2008 for the vacant land owned by the municipality. There was a change in the financial accounting systems as from 30 June 2002 and the information carried forward onto the new system for the fixed asset register was incomplete as regards the detail of the specific vacant erf's in the various suburbs. The understatement of land prior to the amendment amounts to R2,836,834

In considering the most practical way to account for the difference that has probably been present since June 2002, management have decided that it was not practicable to account for the difference before the start of the financial year ending on 30 June 2006.

The opening balances for year end 30 June 2007 for Land & Buildings and consequently Property, Plant & Equipment have accordingly been adjusted to reflect the understatement.

The Accumulated Surplus opening balance for year ended 30 June 2007 has likewise been adjusted. The effect of the change is set out below.

Land and Buildings - Carrying values at the beginning of the year	-	31,857,158
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**Other errors**

Understatement of redemption on DBSA loan	198,020	-
Overstatement of leave provision	(511,963)	-

**49. LEASES**

**Operating leases**

Operating lease payments in the financial statements have been recognized on the basis of the cash flows in terms of the lease agreements. The provisions of Accounting Standard AC 105 (Leases) have not been followed whereby operating lease payments are to be recognized on a straight line basis. The exemptions approved in terms of Notice 522 in the Government Gazette No. 30013, dated 29 June 2007, as described in the Accounting Policies note on "Basis of Presentation", include the exemptions from meeting the requirements of AC 105 on the recognition of operating lease payments on a straight line basis.

**FINANCIAL LEASE OBLIGATION**

**Minimum lease payments due**

Within one (1) year	264,572	207,171
Year two (2) to five (5) inclusive	152,131	246,017

<b>Present value of minimum lease payments</b>	<b>416,703</b>	<b>453,188</b>
--	----------------	----------------

Non-current liabilities	264,572	207,171
Current liabilities	152,131	246,017

<b>416,703</b>	<b>453,188</b>
----------------	----------------

It is the Municipality's policy to lease certain vehicles under finance leases.

The effective interest rate is link to the prime rate and is repayable in 48 equal installments of R16,267 of which the first was paid in July 2008. The last installment is payable end June 2012.

**OPERATING LEASE OBLIGATION**

**Minimum lease payments due**

Within one (1) year	1,404,674	1,152,516
Year two (2) to five (5) inclusive	1,814,490	1,098,233

<b>Minimum lease payments</b>	<b>3,219,164</b>	<b>2,250,749</b>
-------------------------------	------------------	------------------

It is the Municipality's policy to lease certain equipment and vehicles under operating leases. All operating leases are at a fixed rate of interest.

The operational lease for equipment is repayable in 60 equal installments of R17,196 which the first was paid in July 2008. The last installment is payable end June 2013.

The operational lease of the vehicles is repayable in 60 equal installments of R96,761 of which the first was paid in January 2006. The last installment is payable November 2011.

# ANNEXURE A

## WESTONARIA LOCAL MUNICIPALITY: SCHEDULE OF EXTERNAL LOANS AS AT 30 JUNE 2009

EXTERNAL LOANS	Loan Number	Redeemable	Balance at 2008/06/30	Received during the period	Redeemed written off during the period	Balance at 2009/06/30	Carrying Value of Property, Plant & Equip	Other Costs in accordance with the MFMA
<b>LONG-TERM LOANS</b>			R	R	R	R	R	R
<u>LOCAL REGISTERED STOCK</u>								
Stock Loan @ 15.50%	(33)	West-01-0002	2011/06/30	2,628,000	0	0	2,628,000	-
Stock Loan @ 17.50%	(32)	West-01-0001	2009/06/30	7,000,000	0	7,000,000	0	0
<b>Total Local registered stock</b>			<b>9,628,000</b>	<b>0</b>	<b>7,000,000</b>	<b>2,628,000</b>	<b>2,628,000</b>	<b>0</b>
<b>ANNUITY LOANS</b>								
INCA @ 12.08%		West-01-0003	2013/06/30	6,459,123	0	1,001,398	5,457,725	
INCA @ 13.34%		West-01-0004	2014/06/30	8,916,270	0	1,052,164	7,864,106	
INCA @ 10.61%		West-01-0005	2015/12/31	2,510,945	0	233,533	2,277,412	
INCA @ 11.03%		West-01-0006	2010/11/30	3,304,546	0	1,262,031	2,042,515	
INCA @ 11.17%		West-01-0008	2012/06/30	5,406,916	0	1,135,346	4,271,570	
INCA @ 11.11%		West-01-0007	2012/06/30	2,799,023	0	194,241	2,604,782	
INCA @ 13.65%		West-01-0009	2012/06/30	3,274,915	0	513,584	2,761,331	
INCA @ 13.00%		West-01-0010	2012/06/30	5,272,000	0	172,631	5,099,369	
INCA @ 12.00%		West-01-0011	2015/09/30	0	8,300,000	569,041	7,730,959	
DBSA @ 12.00%		10506/102	2017/06/30	4,569,651	0	556,387	4,013,264	
			<b>42,513,389</b>	<b>8,300,000</b>	<b>6,690,356</b>	<b>44,123,033</b>	<b>44,123,033</b>	<b>0</b>
<b>FINANCE LEASE</b>								
ABSA @ prime less 2%	62723683	2009/06/30	11,956	0	11,956	0	0	-
ABSA @ prime less 2%		2013/12/31	441,232	0	195,215	246,016	246,016	
ABSA @ prime less 2%		2012/06/17		240,044	69,357	170,687	170,687	
<b>Total Finance Lease</b>			<b>453,188</b>	<b>240,044</b>	<b>276,528</b>	<b>416,703</b>	<b>416,703</b>	<b>0</b>
<b>TOTAL EXTERNAL LOANS</b>			<b>52,594,577</b>	<b>8,540,044</b>	<b>13,966,884</b>	<b>47,167,736</b>	<b>47,167,736</b>	<b>0</b>

# ANNEXURE B

## ANALYSIS OF PROPERTY, PLANT & EQUIPMENT AS AT 30 June 2009

	Opening Balance	Adjustments	Restated Opening Balance	Additions	Revaluation	Disposals	Closing Balance	Opening Balance	Additions	Disposals	Closing Balance	Carrying Value	Budget additions 2007
<b>Land and Buildings</b>													
Land and Buildings			0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Infrastructure</b>													
Drains	3,267,751	-863,923	2,403,827	557,731	0	0	2,961,558	-5	0	0	-5	2,961,554	2,000,000
Roads	62,648,184	1,022,097	63,670,281	3,605,937	0	0	67,276,218	-52,805	-23,443	0	-76,247	67,199,971	2,500,000
Sewerage mains & Purification	52,872,422	5,006,861	57,879,283	10,289,575	0	0	68,168,858	11,228,938	-2,441,643	0	-13,670,581	54,498,277	2,000,000
Electricity mains	31,257,696	-204,952	31,052,744	1,492,600	0	0	32,545,343	26,682,917	-205,628	0	-26,888,545	5,656,798	300,000
Electricity Peak control equipment	0	0	0	0	0	0	0	0	0	0	0	0	0
Water mains & Purification	20,737,014	957,457	21,694,471	4,320,552	0	0	26,015,023	-6,665,318	-863,143	0	-7,528,461	18,486,563	3,000,000
Reservoirs water	19,907,913	0	19,907,913	0	0	0	19,907,913	19,907,912	0	0	-19,907,912	1	0
Water meters	3,896,601	567,259	4,463,860	4,939,058	0	0	9,402,917	-222,742	-574,785	0	-797,528	8,605,390	6,100,000
Pedestrian facilities	3,693,908	-303,841	3,390,067	32,729	0	0	3,422,796	16	0	0	16	3,422,812	400,000
Fencing	0	804,958	804,958	0	0	0	804,958	-653,323	-75,978	0	-729,301	75,658	0
Security Measures	473,403	-451,706	21,697	0	0	0	21,697	-11,176	-4,257	0	-15,434	6,263	100,000
	198,754,890	6,534,210	205,289,100	25,238,181	0	0	230,527,281	65,425,119	-4,188,877	0	-69,613,996	160,913,285	16,400,000



<b>Community assets</b>													
Parks & Gardens	6,316,919	-148,386	6,168,533	515,007	0	0	6,683,540	0	0	0	0	6,683,540	3,200,000
Libraries	1,951,636	0	1,951,636	0	0	0	1,951,636	0	0	0	0	1,951,636	0
Recreation Grounds	3,418,396	1,193,451	4,611,846	76,576	0	0	4,688,422	0	0	0	0	4,688,422	1,650,000
Civic Buildings	17,944,784	-6,462,882	11,481,902	1,421,408	0	0	12,903,310	-18,004	0	0	-18,004	12,885,306	500,000
Clinics	986,396	3,390	989,786	0	0	0	989,786	0	0	0	0	989,786	200,000
Cemeteries	3,436,221	-158,208	3,278,014	514,854	0	0	3,792,868	0	0	0	0	3,792,868	1,600,000
Other	4,028,916	5,017,652	9,046,568	16,228	0	0	9,062,796	-11,186	0	0	-11,186	9,051,610	600,000
Old age Homes		0	0	0	0	0	0	0	0	0	0	0	0
	38,083,268	-554,982	37,528,285	2,544,073	0	0	40,072,358	-29,190	0	0	-29,190	40,043,168	7,750,000
<b>Investment Property</b>													
Land and Buildings	30,415,005	1,668,167	32,083,172	124,500	0	0	32,207,672	0	0	0	0	32,207,672	200,000
	0	0	0	0	0	0	0	0	0	0	0	0	0
	30,415,005	1,668,167	32,083,172	124,500	0	0	32,207,672	0	0	0	0	32,207,672	200,000
<b>Housing Rental Stock</b>													
Housing Schemes	0	0	0				0	0			0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Other Assets</b>													
Landfill sites	20,490,645	-9,103,440	11,387,205	0	0	0	11,387,205	0	0	0	0	11,387,205	9,300,000
Office Equipment	1,948,307	-1,565,035	383,271	0	0	0	383,271	-301,966	-31,245	0	-333,210	50,061	600,000
Furniture & Fittings	2,053,269	649,636	2,702,905	144,998	0	0	2,847,903	-1,506,831	-306,092	0	-1,812,923	1,034,979	350,000
Bins & Containers	708,055	275,733	983,787	0	0	0	983,787	-179,136	-114,901	0	-294,036	689,751	150,000
Emergency equipment	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicles	4,217,564	-589,389	3,628,176	2,410,165	0	0	6,038,341	-2,892,685	-411,262	0	-3,303,947	2,734,394	200,000
Fire engines			0	0	0	0	0	0	0	0	0	0	0
Other transport			0	0	0	0	0	0	0	0	0	0	0
Computer equipment	2,622,624	-41,677	2,580,947	246,701	0	0	2,827,648	-1,061,808	-517,377	0	-1,579,185	1,248,464	3,536,946
Plant & Equipment	1,232,009	2,299,489	3,531,498	210,932	0	0	3,742,429	-2,457,176	-285,306	0	-2,742,482	999,947	100,000
	33,272,472	-8074683.14	25,197,789	3,012,795	0	0	28,210,585	-8,399,602	-1,666,182	0	-10,065,784	18,144,801	14,236,946

Inventory Items														
	Small assets	59,366	427,289	486,655	21,539	0	0	508,194	-439,750	-48,993	0	-488,743	19,451	50,000
		59,366	427,289	486,655	21,539	0	0	508,194	-439,750	-48,993	0	-488,743	19,451	50,000
		300,585,001	0	300,585,001	30,941,089	0	0	331,526,090	74,293,661	-5,904,052	0	-80,197,713	251,328,377	38,636,946

## ANNEXURE C

### SEGMENTAL ANALYSIS OF PROPERTY, PLANT & EQUIPMENT AS AT 30 JUNE 2009

	Cost/Revaluation					Accumulated Depreciation				Carrying Value
	Opening Balance	Additions	Revaluation	Disposals	Closing Balance	Opening Balance	Additions	Disposals	Closing Balance	
Executive & Council	10,763,983	561,368	0	0	11,325,351	-896,169	-513,522	0	-1,409,692	3,770,002
Finance & Admin	35,183,839	298,256	0	0	35,482,095	-1,122,924	-412,097	0	-1,535,021	33,947,074
Planning & Development	102,942,001	24,138,922	0	0	127,080,923	-4,351,713	1,178,245	0	-5,529,958	121,550,965
Health	1,486,951	0	0	0	1,486,951	-307,969	-26,379	0	-334,347	1,152,604
Community & Social	4,239,851	6,829	0	0	4,246,680	-196,860	-69,472	0	-266,332	3,980,349
Housing	653,462	0	0	0	653,462	-11,613	-1,012	0	-12,625	640,837
Public Safety	1,624,768	373,163	0	0	1,997,931	-632,284	-109,459	0	-741,743	1,256,188
Sport & Recreation	4,398,183	16,228	0	0	4,414,411	-519,951	-134,570	0	-654,522	3,759,890
Environmental Services	0	0	0	0	0	0	0	0	0	0
Waste Management	67,857,836	3,208,111	0	0	71,065,947	-11,720,028	2,501,931	0	14,221,959	56,843,988
Road transport	0	0	0	0	0	0	0	0	0	0
Water	39,588,878	152,848	0	0	39,741,726	-27,227,783	-560,798	0	27,788,581	11,953,145
Electricity	31,607,328	2,175,495	0	0	33,782,823	-27,106,690	-387,837	0	27,494,527	6,288,297
Other	247,789	0	0	0	247,789	-199,678	-8,731	0	-208,409	39,381
<b>TOTAL</b>	<b>300,594,871</b>	<b>30,931,219</b>	<b>0</b>	<b>0</b>	<b>331,526,090</b>	<b>-74,293,661</b>	<b>5,904,052</b>	<b>0</b>	<b>80,197,713</b>	<b>245,182,720</b>

## ANNEXURE D

### SEGMENTAL STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 30 JUNE 2009

2008 Actual Income	2008 Actual Expenditure	2008 Surplus/ (Deficit)		2009 Actual Income	2009 Actual Expenditure	2009 Surplus/ (Deficit)
R	R	R		R	R	R
30,397,231	26,760,305	3,636,926	- Executive & Council	25,293,356	33,288,500	(7,995,144)
53,819,024	26,042,621	27,776,403	Finance & Admin	65,758,339	19,621,939	46,136,400
1,251,836	11,879,751	-10,627,915	Planning & Development	3,421,633	13,938,059	-10,516,426
4,851,278	5,631,047	-779,769	Health	1,188,133	3,628,210	-2,440,077
1,663,378	7,059,431	-5,396,053	Community & Social	519,009	23,398,396	-22,879,387
1	1,025,705	-1,025,704	Housing	0	661,093	-661,093
0	0	0	Public Safety	0	0	0
0	0	0	Sport & Recreation	0	0	0
0	0	0	Environmental Services	0	0	0
19,095,529	26,934,329	-7,838,800	Waste Management	27,563,697	24,394,368	3,169,329
3,476,431	6,549,350	-3,072,919	Road transport	9,437,011	5,055,269	4,381,742
24,674,210	23,111,674	1,562,536	Water	54,139,992	50,105,363	4,034,629
32,419,062	31,575,222	843,840	Electricity	38,061,488	38,991,271	-929,783
0	2,700,772	-2,700,772	Other	0	3,017,498	-3,017,498
#####	169,270,206	2,377,773	<b>Sub Total</b>	225,382,657	216,099,965	9,282,692
0	0	0	Less Inter-Departmental Charges	0	0	0
#####	169,270,206	2,377,773	<b>Total</b>	225,382,657	216,099,965	9,282,692

Note: Public safety, Sport and recreation and environmental services cost are included with those of Community and social services

# REPORT BY THE AUDIT COMMITTEE

We are pleased to present our report for the financial year ended 30 June 2009.

The Audit Committee reports that it has complied with its responsibilities arising from section 166 of the Municipal Finance Act (MFMA), Act No 56 of 2003.

As an independent advisory body the Audit Committee advised Council on the following:

- internal financial control measures;
- risk management;
- accounting policies;
- adequacy, reliability and accuracy of financial reporting;
- performance management; and
- good governance.

The Audit Committee performed its functions and had access to the financial records and other relevant information of the municipality.

The Audit Committee reports that, although at a late stage, it adopted the appropriate formal terms of references for the Internal Audit Unit and the Audit Committee respectively namely the Charters. These Charters regulate the affairs of the Internal Audit Unit and the Audit Committee and assist with the discharge of its responsibilities.

The Audit Committee comprises of 15 (fifteen) members of which 4 (four) are independent members. Meetings were chaired by an independent member.

## The current serving members are

Name / Designation	Representative from	Appointed	Gender
Mr Walle Senne (Chairperson)	Goldfields Gold Mine	November 2007, elected as chairperson during August 2008 and appointed September 2008	Male
Ms Cornelia Coetzee Resigned -	South Deep	September 2006	Female
Ms Cathy Jayakaram	First National Bank	May 2008	Female
Ms Regina Letsie	Teba Bank	May 2008	Female

Ms Cornelia Coetzee from South Deep Gold Mine, the longest serving member of the Audit Committee, resigned January 2009 and was replaced by Mr Shiraz Essakjee in August 2009.

According to the Audit Committee Charter the term of office is set as three years. This implied that the term of office came to an end September 2009. Council at its meeting held in August 2009 resolved to extend the Audit Committee's term of office with another three years to September 2012.

## Other Members serving

- Municipal Manager
- Chief Finance Officer
- HOD: Performance and Compliance
- Representative from Siyenze Manje
- Representatives from the Office of the Auditor-General
- Representatives from Gauteng Treasury
- Manager Internal Affairs
- Snr Internal Audit Officer
- Cllr C Turner – Observer – Representative of the Internal Affairs Portfolio Committee

Section 166 (5) of the MFMA is clear that no councillor is to serve on the Audit Committee. However, a representative from the Internal Affairs Portfolio Committee assigned with the responsibility of Internal Audit had observer status in the Audit Committee to improve communication and information flow.

The Audit Committee met five (5) times during year ended 2009:

Name	27 August 2008	15 October 2008	22 January 2009	15 April 2009	25 June 2009
Mr. W. Senne Chairperson From Sept 2008	•	AWL	•	•	•
Ms. C. Jayakaram	•	•	•	•	•
Ms. R.Letsie	•	AWL	•	AWL	•
Ms. C. Coetzee	AWL	•	Resigned	–	–
Cllr Turner	•	Absent	•	•	AWL

Abbreviation: AWL = Absent with Leave

Currently the Audit Committee oversees Westonaria Local Municipality's internal control framework, and reviews and evaluates the integrity of financial and other statutory reporting, compliance with laws and regulations, risk management processes, and ethics management.

It oversees the internal and external audit functions, and reviewed the Internal Audit Plan.

## **INTERNAL CONTROL SYSTEM**

The Internal Audit Unit of Westonaria Local Municipality forms part of the internal control system aimed at furnishing an analysis of activities reviewed. Through expressing an opinion, assessing, recommending on relevant controls, systems and processes a service is offered to the various Departments of Council and Council itself to improve its effectiveness and mitigate risks.

The Internal Audit function conducts periodic reviews of any functional area to provide independent assurance to the Audit Committee and Westonaria Local Municipal Council on the effectiveness of the internal control system. The work of Internal Audit is reviewed by members of the Audit Committee.

The Head of Internal Audit has unfettered access to the Chairperson of the Audit Committee and the Accounting Officer to ensure the escalation of any significant audit matters requiring immediate attention. During the year, the Internal Audit function performed its work in accordance with the approved Internal Audit Plan. Deviations from the approved plan were reported due to ad hoc assignments receiving priority over planned ones.

## **THE EFFECTIVENESS OF INTERNAL CONTROLS**











The Audit Committee is of the opinion, based on the information and explanations given by management, the Internal Audit Unit and discussions with the independent external auditors on the results of their audits and the status in addressing the matters raised, that the internal accounting controls are operating satisfactorily, ensuring that the financial records may be relied upon for preparing the annual financial statements, and accountability for assets and liabilities is maintained.

Nothing significant has come to the attention of the Audit Committee to indicate that any material breakdown in the functioning of these controls, procedures and systems has occurred during the year under review.

The Audit Committee is satisfied with the content and quality of monthly and quarterly reports prepared and issued by the Internal Audit Unit of Westonaria Local Municipality during the year under review.

The Audit Committee assessed the performance of the Internal Audit Unit and gave it an over all rating of 69%.

## **REPORTS CONSIDERED BY THE AUDIT COMMITTEE AND RECOMMENDATIONS FORWARDED TO COUNCIL**

-  Mid-year Budget and Performance Assessment: 2007/2008 Financial Year
-  Performance Management: Performance Procedure and Amended Scorecard of Council
-  Service Delivery and Budget Implementation Plan (SDBIP): 2007/08 (Last Quarter)
-  Budget: 2008/09 Financial Year
-  Draft: Risk-based Internal Audit Plan and Programme for 3 Financial Years
-  Deviations from Supply Chain Regulations and Policy (Jan - April 2009)
-  Financial Statements for the year ended 30 June 2008
-  Auditor General: Strategic Audit Plan: Year ended 30 June 2008
-  Service Delivery and Budget Implementation Plan (SDBIP): 2008/09: 3 Quarters
-  Mid-term Report of Council

- Auditor-General Report: Financial Statements: Year ended 30 June 2008
- Auditor-General: Management Letter: Year ended 30 June 2008
- Annual Report: 2007/08 Financial Year
- Performance Management System of Council
- Organisational Scorecards: 2008/09: 3 Quarters
- Draft 2<sup>nd</sup> Review of the Integrated Development Plan: (2007 – 2012)
- Medium Term Revenue and Expenditure Framework : 2009/2010
- Auditor General: Overall Audit Strategy: Year Ended 2009

### **Three Year Risk Based Audit Plan**

#### **● Audits performed by the Internal Audit Unit**

- Booking of Council Halls
- Appointment Service Provider: Silver Stars Trading: HR Related Matters
- Final Payment of Services and Rates Accounts
- Purchasing of Stationery
- Fuel Purchases and Consumption
- Petty Cash and Supportive Documents
- Management of Asset Register
- Overtime
- Blankets to HIV/AIDS victims
- Performance Management System of Council
- Performance Management Scorecards of Section 57 Appointees (Quarters 1 – 3)
- Final Payment to Deceased
- Year end Stock Take

### **FRAUD PREVENTION AND WHISTLE-BLOWING**

In accordance with the requirements of the MFMA, Westonaria Local Municipality adopted a Fraud Prevention Policy during November 2007. According to the three year risk-based Internal Audit Plan the policy is to be reviewed during the 2009/10 Financial Year to encourage employees to report any suspected corrupt, fraudulent, criminal or unethical practices and receive the necessary protection.

A code of conduct directing the municipality, Councillors and its officials to the highest ethical and professional standards is supported by the Audit Committee and Council.

### **EVALUATION OF FINANCIAL STATEMENTS**

The Audit Committee discussed and considered the audited annual financial statements for the year ended 2009 to be included in the Annual Report with the representatives from the office of the Auditor-General and the accounting authority.

The Audit Committee noted the adjustment resulting from an error discovered during the audit of the 2009 year end.

By the time this report had to be submitted for publication the Management Letter of the Audit-General has not been received as yet and subsequently was not discussed and considered.

The Audit Committee concurs and accepts the Auditor-General's conclusions on the annual financial statements and is of the opinion that the statements reflect a true reflection of the state of affairs.



## **REPORT FROM THE AUDITOR-GENERAL**

Westonaria Local Municipality received an unqualified audit report on the 2008/09 financial statements from the Office of the Auditor General which is commendable.

The Audit Committee concurred with the statement made by the Audit-General as reflected in note 40 of the Financial Statements being:

*"We draw attention to the fact that at 30 June 2009, the municipality had been experiencing cash flow difficulties in that the collections from consumer debtors are very low at some 65% of monthly billings and the collections for arrear debts have been steadily declining. Of the R89,4 million owed by consumer debtors (2008 – R66,2 mil) there is R62,3 million over 300 days (2008 – R46,5 million). Consequently the provision for doubtful debts has been increased by some R19,3 million to R66,2 million (2008 – R46.8 million) and this represents some 74% (2008 – 70.7%) of the amount owed by consumer debtors.*

*The ability of the municipality to continue as a going concern is dependent on a number of factors. The most significant of these is that the Accounting Officer continue to procure banking facilities for the ongoing operations for the municipality and that, now the April 2009 national elections are over, the credit control policies can be applied more effectively without political interference so as to improve the very lows collections ratios on monthly billings and improve the collection of arrear debts."*

## **FINANCIAL POSITION OF WESTONARIA**

Apart from the report received from the Auditor-General the financial position of Westonaria Local Municipality raises concern; and has deteriorated in the past year.

It is clear that unless there is a dramatic improvement in the payment of these debts and an improvement in the attitude of the customers to pay for services rendered, this Council will move ever closer and quicker towards insolvency.

The Audit Committee urges Council to take immediate lasting steps, for the good of the town in the long term, to turn this situation around and ensure that the consumers pay for the services rendered or have those services suspended till payment or payment arrangements are made.

The installation of pre-paid water meters as an initiative ensuring consumption is linked to payment is commendable. This initiative however should be rolled out to all communities within greater Westonaria.

## **CONCLUSION**

The Audit Committee aims to maintain its sound working relationship with Councillors, Management, as well as the Internal Audit Unit and external Auditors.

(signed)  
**MR WALLY SENNE**  
**CHAIRPERSON**

**JANUARY 2010**

**REPORT OF THE AUD GENERAL**

**AFSONDERLIKE ANNEXURE**

### STRATEGIC SUPPORT SERVICES

**ACTING HEAD OF DEPARTMENT: MR J S COETZEE**

**☎ (011) 278-3028**

#### INTRODUCTION TO THE SERVICE

The Department Strategic Support Services provides a unique support service to all departments i.e. the Municipal Manager, Council and the community.

The department manages information relating to the following:

- 🌐 Integrated Development Plan and other strategic programmes of the organisation,
- 🌐 effective management of the organisational performance, as well as
- 🌐 performance of the Municipal Manager and Section 57 Managers; and
- 🌐 ensures organizational commitment.

In so doing the department facilitates institutional preparedness to enable Westonaria Local Municipality to fulfil its mandate in terms of the legislative framework.

The Department: Strategic Services comprises of three sections, namely:

- 🌐 Local Economic Development
- 🌐 Communication Section
- 🌐 Supply Chain Management

# LOCAL ECONOMIC DEVELOPMENT & TOURISM

## DESCRIPTION OF THE FUNCTION

The function of the Local Economic Development (LED) Department is to grow the local economy in a sustainable way that would ensure that all citizens participate in the local economy in a meaningful way.

## THE MUNICIPALITY'S MANDATE

The LED Department is responsible for the coordination and facilitation of local economic development and in order to create a vibrant and sustainable local economy.

## STRATEGIC OBJECTIVES OF THE FUNCTION

The strategic objectives of the function consist of the following:

- Formulate and develop a Local Economic Development Strategy;
- Broaden economic participation through SMME development and land reform;
- To identify, initiate and implement projects that promote SMME development;
- Develop a Integrated Tourism Development Plan for the Greater Westonaria Local Municipality

## KEY ISSUES FOR THE CURRENT FINANCIAL YEAR

The LED Strategy was developed with the assistance of USAID through the Support Programme of the Department of Provincial and Local Government (DPLG) and the LED Strategy together with its implementation Framework was adopted by Council in June 2007.

One of the objectives was to establish a partnership with the private sector and consequently the Mining Forum was launched in October 2007. This partnership is aimed at ensuring that the Mines' Social and Labour Plans (SLPs) are included in the Municipality's Integrated Development Plans (IDPs).

Also linked to the LED Strategy are the LED Projects within the Bekkersdal Renewal Project (BRP).

PROJECT	STATUS	TARGETS EXPECTATIONS/ DELIVERABLES	LINKAGES/ FUNDING
Waste Recycling and Alien vegetation Eradication Project (Rehabilitation of Invading Alien Plants)	Implementation	Service Provider appointed (Serengeti Timber Products) 66 Beneficiaries have been appointed i.e. 60 Labourers & 6 SMME's (Contractors). Beneficiaries undergoing training. Work started in January 2008 but due to problems with the Service Provider the Mine decided to put the project on hold till further notice.	Gold Fields Kloof Mine (Private Sector Partnership)
Community Farming Project	Planning	Land identified previously was Mines' nursery at Libanon Village. Steering Committee established – composition i.e. Kloof Mine (Environmental Section), Westonaria Local Municipality (LED Section), Agricultural Research Council, Gauteng Department of Agriculture Conservation and Environment, Labour Department, Centre for Scientific and Industrial Research. Currently the project has been put on hold for further geo-tech	Gold Fields Kloof Mine (Partnership with Private Sector)

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investigations

Isiqalo Poultry Cooperative (Simunye)	Implementation	Cooperative already Established: 6 Members completed Poultry training Course on 4 September 2004 by Fair Deal Agricultural Training Centre in Zuurbekom. Work already started at the project. The signing of the Memorandum of Understanding is outstanding.	National Development Agency (NDA) and Dora Tamana Cooperative Centre (Partnership)
Simunye Agri-Business Projects (Hydroponics, Poultry & Bakery)	Efforts have been undertaken to revitalize the three projects in Simunye. Work in progress.	Council has already approved to enter into Partnerships with the Sebone Brother Agricultural Consultants cc. Outstanding is the signing of the Memorandum of Understanding.	Sebone Brothers Agricultural Consultants cc (Partnerships)
Establishment of a Recycling Buy-Back Centre Stand 2920 Portion 22, Bekkersdal	Implementation stage as work is in progress.	8 youths formed a group for collection of recyclable material and have already registered as a Close Corporation namely, Dagodi Trading Enterprise. Council to officially alienate the site in question towards the establishment of the Buy-Back Centre for the group to ensure SMME promotion. Funds have already been secured from WRDA who obtained a grant from Gauteng Department of Economic Development.	West Rand Development Agency. Dagodi Trading Enterprise(SMME)
Partnerships with Rand Uranium	Work in progress and to sign a Memorandum of Understanding.	A number of Projects identified, amongst others are a Technical & Agricultural Training College (Gemsfontein-Portion 290IQ), Development of Human Settlement (Portion 40 of Elandsfontein 346IQ), Human Settlement (Remainder Portion of Planvlakte 291IQ next to Existing Westonaria Town), Formalization of Waterpan Village (Portion 8,11 & 24 of Portion 293IQ).	Rand Uranium
Brick Making Plant:  ➤ A brickyard that will provide bricks to the BRP construction programmes e.g. supplying bricks to the BRP housing building projects.	Implementation	Site already identified in Bekkersdal.  Contractor on site busy with the building construction.  The Municipality to provide additional Land for storage at the Industrial Site in Westonaria.  The Project is currently on hold due to financial constraints and issues relating to hand over to WLM by GDOH.	Bekkersdal Renewal Project (BRP)

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Farmer Support Project:	Implementation	Land (1940 hectares) acquired from Gold Fields.	Bekkersdal Renewal Project (BRP)
<ul style="list-style-type: none"> <li>➤ Livestock breeding (cattle &amp; sheep)</li> <li>➤ Nursery and lawn farming</li> <li>➤ Dairy farming</li> <li>➤ Bakery</li> </ul>		<p>Contractor on site busy with construction of the office and storage blocks.</p> <p>The Project is currently on hold due to financial constraints and issues relating to hand over to WLM by GDOH.</p>	
Agri Venture Business (Farmer Support)	Implementation	Land (40 hectares) Portion 34 of farm 288 IQ Gempost acquired from Gold Fields.	Bekkersdal Renewal Project (BRP)
<ul style="list-style-type: none"> <li>➤ Growing various herbs by beneficiary farmers who will sell to the export company.</li> </ul>		<p>300 tunnels to be erected.</p> <p>15 emerging farmers (20 tunnels each) will be involved.</p> <ul style="list-style-type: none"> <li>➤ Conclude internal irrigations</li> <li>➤ Conclude tunnels excavation</li> <li>➤ Resolve electrical connections</li> <li>➤ Enclose pack store.</li> </ul> <p>Also on hold due to reasons mentioned above.</p>	
N12/R28 Intersection	Planning	Application was submitted to National Treasury: Neighbourhood Partnership Grant and West Rand District Municipality has already received Approval for the grant.	Gauteng Department of Economic Development
<ul style="list-style-type: none"> <li>➤ Crafters Market and Cultural Village along the N12</li> <li>Treasure Route for tourism attraction</li> </ul>			Gauteng Economic Development Agency
			Gauteng Tourism Association
			West Rand District Municipality

## CHALLENGES

- 🌍 Lack of financial capacity;
- 🌍 Very small budget allocated which impact negatively on the implementation of Programmes and Projects identified in the LED Strategy;
- 🌍 Lack of human resource capacity;
- 🌍 Shortage of Staff as the LED Section is manned by a single person – Manager: LED who is expected to attend to all engagements of the Section such as Meetings, Seminars, Workshops, Conferences, etc and also expected to do all the administration work including bookings for the Community Hall in Simunye and manning stalls for Informal/Street Traders and Hawkers;
- 🌍 Scarse Land availability for Projects Implementation;
- 🌍 Most of the land (agricultural) belongs to private sector (ownership). Emerging farmers in Zuurbekom holdings/plots are not allowed to erect boreholes which make it difficult for them

to farm. Also that most of the plots belong to private sector and emerging farmers are required to have Title Deeds to be given permission to farm on the plots

- Cooperatives also find it difficult to secure land for farming in the area.

## **COMMUNICATIONS & MARKETING**

### **DESCRIPTION OF THE FUNCTION**

The Communication Section has the mandate to lead and direct the communication process, i.e. verbal, written and electronic within the Municipality and to ensure that transformation legislation in relation to communication is understood and implemented.

### **KEY PERFORMANCE AREAS**

- Establish and review the communication strategy;
- Develop communication bulletins;
- Provide media liaison support to all departments;
- Establish and maintain the official website ([www.westonaria.gov.za](http://www.westonaria.gov.za));
- Marketing and branding
- Speech writing
- Implementation of Batho Pele principles

### **ACHIEVEMENTS**

A Senior Communications Officer in the Office of the Municipal Manager was appointed on 1 June 2008.

As part of the Key Performance Areas for the Communications Section, a communication strategy was reviewed and submitted to Council for approval. A website for Westonaria Local Municipality was developed and is updated on a regular basis – [www.westonaria.gov.za](http://www.westonaria.gov.za)

As the different Departments hold events, the Communications Section attends the events and writes articles that are posted on the official website.

As part of promoting Westonaria Local Municipality, profiles were taken in the Management Pulse magazine (November 2008) as well as in the Commonwealth Finance Ministers Report in 2008.

### **CHALLENGES**

- The unclarified roles of the Senior Communications Officer and the Mayoral Spokesperson, which results in the duplication of duties;
- Changing the perceptions about the Municipality;

- Westonaria does not have community media, this makes advertising in national media expensive and due to the size of the Municipality, there is often no budget for such exercise;
- Persuading the media to take interest in the Municipality by keeping them informed about the activities being carried out;
- Communicating and raising awareness on the value of the communication programme to all council officials, senior management and political principals



# **PROCUREMENT & SUPPLY CHAIN MANAGEMENT**

## **DESCRIPTION OF THE FUNCTION**

- Demand Management;
- Acquisitions Management;
- Logistics Management;
- Disposal Management; and
- Risk Management.

The fundamentals here are to ensure value-for-money procurement aligned to the operational requirement timeframes of the Municipality, ensuring local economic injection and supplier development and an improved supplier base.

## **THE STRATEGIC OBJECTIVES OF SCM CONSIST OF THE FOLLOWING**


- to ensure organization commitment;
- wider supplier data base;
- local economic development and SMME'S investment
- reducing unemployment levels through progressive SCM implementation
- to ensure compliance with the following legal framework governing procurement:
  - the MFMA;
  - the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000)
  - the Broad Based Black Economic Empowerment Act, 2003 (Act No 53 of 2003)
  - the SCM Regulations;
  - the SCM Policy;
  - the Construction Industry Development Board Act, 2000 (Act No 38 of 2000)

**The key issue for Supply-chain Management for the current financial year consists of the following:**

- The development and implementation of an electronic procurement system
- Supplier management
- Stricter monitoring of bid and formal quotation processes
- A well-functioning SCM system

## **PERFORMANCE & COMPLIANCE (INTERNAL AFFAIRS)**

**HEAD OF DEPARTMENT: MR H R UYS**

** (011) 278-3000**

# CORPORATE SERVICES

**HEAD OF DEPARTMENT:** Mr LR Thibini

**☎ 011 278 3020**

## INTRODUCTION TO THE FUNCTION

### ADMINISTRATIVE SERVICES

#### SECRETARIAT AND ADMINISTRATION

Support services are rendered to all departments with regard to the rendering of administrative support. The function receives its mandate from relevant legislation and Council Resolutions. It reports directly to the Head of Department: Corporate Services. Thereby it contributes to the smooth administrative operations of all departments as well as the political leadership. The creation of this support function was based on Council's need for administration and political support management.

Through capacitating its staff and Sections, Corporate Services effects its mandate of supporting and developing the Municipality, thereby transforming it into an effective developmental organization.

The mission of the Customer Care Section is to ensure that excellent customer care is provided to all customers by being the first point of contact with the Municipality and by being accessible at all times.

SHORT TERM OBJECTIVES of Customer Care include the following:

- 🌱 Establish a Customer Care Centre at the Municipality;
- 🌱 Instil a culture of public participation in the affairs of local government;
- 🌱 Improve mechanisms, processes and procedures for public participation;
- 🌱 Develop an internal capacity building strategy to enhance the customer care vision;
- 🌱 Enter into service level agreements with internal service delivery components

LONG TERM OBJECTIVES of Customer Care are to establish a 24-hour call centre, one stop customer care centres and multi purpose systems or interaction points.

### LEGAL SERVICES

The Manager: Legal & Property reports directly to the Head of Department: Corporate Services, but also provides a comprehensive legal support to all departments.

The Manager: Legal & Property must advise the Municipality and must take the necessary steps to ensure that the Municipality complies with legislation in general. This Section advises Council on the compliance with legislation, legal matters, advice on contracts and develops research capabilities in order to provide more updated legal information and options.

### HUMAN RESOURCES

The Human Resource Section supplies a support function regarding human resources to all departments and staff of the whole Municipality. Thereby it contributes to the smooth operations of all departments as well as the political leadership.

# **ADMINISTRATION SECTION**

## **OBJECTIVES OF THE SECTION**

This Section has a supporting role to play for other Departments and sub departments. It also collaborates with other Sections within the Department Corporate Services such as Human Resources and Legal, Property & Town Planning.

The Section is also responsible for the administration of Mayoral Committee and Council Resolutions in relation to delegated powers. It liaises on a regular basis with Departments in order to monitor the implementation thereof. It derives its mandate from relevant legislation as well as decisions made by Council.

The Section reports to the Head of Department: Corporate Services, Mr Langa Thibini.

### **Administration and Support**

Providing an efficient and effective office administration service amongst political office bearers, management, functional departments and the public. This service is extended to the safe keeping of records through prescribed archived legislation, dissemination of information and messenger services.

### **Committee Services**

Rendering a committee support service through efficient minute taking, compilation of agendas and timorously distribution of documents for standing and ad hoc committees, Council meetings and extending this service to participation structures. This service is supported by prescribed legislative framework.

### **Budget, SDBIP's**

Compile, monitor and control the Budget and SDBIP processes and expenditures for the Department Corporate Services in alignment with the IDP and Council's requirements iro procurement policy and regulations for effective and efficient services in collaboration with the Head of Department.

### **Printing Services**

Offering an efficient and effective internal and external printing service.

### **Facility Management - Cleaning & Maintenance Services**

Ensuring a clean, healthy and safe environment at identified municipal buildings and venues in compliance with relevant legislation.

### **Access Management**

Providing efficient access control at identified access points.

### **Customer Care – Batho Pele**

Promoting an efficient customer care environment.

### **Asset Management:**

Implementing and management of the departmental asset register.

## **STRATEGIES TO ACHIEVE THESE OBJECTIVES**

- 🌍 Create a policy and procedural manual for the safe keeping of all records in compliance with the National Archives Act (Act 43 of 1996) and to ensure that processes for retrieval of records and provision of information are in place;
- 🌍 Coordinate and implement committee procedures and a follow up process on the implementation of Council and Mayoral Committee Resolutions;

- Manage and render an efficient customer communication service through adequate resources and transparent procedures;
- Efficient application of resources;
- Provide a building management and maintenance programme in compliance with relevant legislation;
- Implementation and maintenance of an access control system to ensure a manageable and secured environment within identified municipal buildings;
- Create and workshop a Customer Care Policy within the framework of the Batho Pele Charter by improving response times to customer queries through a centralised query registration and follow up process;
- Compile and maintain a Departmental Assets Register in compliance with prescribed legislation in reconciliation with the Municipal Asset Register;
- To provide the public with information and react to their applications in an efficient manner as per Manual On The Promotion Of Access of Information Act No. 2 of 2000;

### **KEY ISSUES**

- Progress of tasks is not measurable and can not be tracked easily – applications are processed and disappear into the system;
- Staff shortages and financial restrictions place pressure on the section;
- Problems in obtaining accurate information slow down the sections' response time;
- Inadequate software driven database;
- Procedures prescribed by legislation and by-laws are tedious and cause the workload to pile up, aggravating the workflow and the public.
- Lack of buy-in to meet deadlines, pertaining agendas / minutes preparation;
- Lack of IT support to optimize technology;
- Lack of compliance: agenda items / reports;
- Delays in approval of items;
- Availability of policy documents / other information.

### **MECHANISMS TO OVERCOME GAPS**

- Delegations must be handled more responsibly and in a progressive manner;
- Design methods and adopt the best practices from other municipalities to accurately track work in progress for the purpose of clients and staff;
- Design alternative work procedures and methodologies to speed up the administration of applications;
- Employ additional permanent / contract staff to obtain missing and erroneous data;
- Purchase and adapt new software and upgrade current database;
- Personnel should co-operate in keeping the filing card system up to date to facilitate easy tracking of applications or correspondence;
- Agree on electronic workflow to enforce deadlines;
- Buy-in from top management;
- Optimize the use of technology, to ensure further and more sufficient distribution of agendas/ minutes/and other communication;
- Agree on electronic workflow (delegated as well as non-delegated items) to enforce agreed-upon inputs from specialist departments, i.e. Finance and Legal Section;
- All policy documents and other important information on e-library and / or web page of municipality to ensure easy access;
- Ensure that the latest technology is optimally used to enhance communication and to optimize access to information

### **ACHIEVEMENTS**

Training Courses were attended twice by three employees on Records Management and Archiving during the year under review. The process of electronic records management is receiving priority attention. The process of setting up a new File Plan for Council is in process.

**The following meetings took place during the year under review:**

Mayoral Committee meetings:	8	Extraordinary Mayoral Committee meetings:
Council meetings:	9	Extraordinary Council meetings:

## **ADMINISTRATIVE SUPPORT FUNCTION TO THE POLITICAL UNIT**

### **COUNCILLORS' SUPPORT UNIT**

- Providing an administrative support service to streamline the activities of the all political office bearers;
- Assist Councillors to fully participate in Local Government affairs through Public Participation;
- Facilitate Councillors capacitating and training programmes facilitated by the Skills Development.
- Establishment of Ward Committees to ensure a central communication station where views of the community and other stakeholders can be submitted.
- Coordinate training programmes for Ward Committee members.
- Facilitate Community Liaison Training and empowerment for the purposes of information dissemination to Ward Councillors and Ward Committee.
- Attending Ward Committee, Public and other related meetings with Councillors.
- Record proceedings and act as support for Councillors in Ward meetings.
- Provide logistical support for Community meetings.
- Ensure good and timeous communication with Councillors.
- Provide secretarial services to full time Political Office Bearers.
- Safe transportation of the Executive Mayor, the Speaker and other Councillors to meetings and functions within and outside the jurisdiction of Westonaria.
- To provide safety and security to the Executive Mayor through VIP training programmes.
- To keep vehicles in good operational state by complying to the policies in this regard.
- To advice Council on security matters and protocol during events.
- To lead and direct the internal and external Communication process be it verbal, written or electronic for the office of the Executive Mayor by initiating and providing editorial expertise for the publication of booklets, press releases, speeches, etc.
- Provide translation services enabling all people to access and understand Council's programme.
- Foster relations with other Municipalities and spheres of Government through the office of the Speaker.
- Co-ordinate and manage special events for all full time Office Bearers in conjunction with departmental secretaries and stakeholders.
- Source, develop and implement relevant policies on gender, youth, women, the physically challenged and the elderly.

### **WARD COMMITTEES**

15 Ward Committees were successfully established. Ward Committee training was facilitated by the Department Local Government.

# LEGAL, PROPERTY & TOWN PLANNING SECTION

## INTRODUCTION TO THE SECTION

### OVERVIEW

During the restructuring exercise the Legal, Property and Town Planning Section was split into three, and this section will now only focus on the provision of legal services to the municipality.

### KEY PERFORMANCE AREA

The Legal Section's core function and strategic objective is to provide enabling legal support to the Council, the Mayoral and Portfolio Committees, the Political Office Bearers, Municipal Manager, Executive Managers and all the Departments and Sections of the Municipality.

### ACHIEVEMENTS

The Legal Section during the year under review assisted the different departments and section with legal advice, assistance and support in various matters, including the following:

- The Finance Department was assisted to fast track the appointment of valuers in order to meet the implementation deadline of the Municipal Property Rates Act, Act 6 of 2004, which was the 1<sup>st</sup> of July 2009. Messrs Northwest Valuation Services CC were appointed as valuers through a Supply Chain process. They have formally been designated by Council as Municipal Valuers i.t.o. Section 33 of the Act.

- A Rates Policy and Rates By-laws, as required in terms of the Act, have also been drafted and submitted to Council for consideration and approval.

- Another aspect which received special attention during the report period is illegal land invasion in general, but also specifically at Thusanang and Water Works. The Manager: Housing was given legal support to propose a policy and structures to Council which would deal swiftly and decisively with illegal land invasions, which has been accepted by Council and subsequently implemented. A meeting was arranged with the Deputy Director: Legal Services, at Tshwane Metropolitan Council, who is responsible, *inter alia*, for illegal land invasions in Tshwane's area of jurisdiction, and valuable insight and information was gained in the process and structures applied by them.

The Gauteng Department of Housing is planning to build 1500 houses in this area, which will provide a solution to this problem and the progress in this regard will be closely monitored.

- The Legal Section also assisted the Building Control Section to prepare *pro forma* documentation and procedures for them to use i.t.o. the National Building Regulations & Building Standards Act, Act 103 of 1977, which include, *inter alia*, legal notices. A visit was also arranged for the relevant officials to the Building Control Section of Tshwane Metropolitan Council, where the procedures followed and *pro forma* documents used by them were explained to the officials. Illegal building works and land uses is becoming more and more prevalent in the Greater Westonia and continued legal support will be given to the sections concerned to deal more effectively with this problem.

- An important issue which was investigated at the request of the Finance Department is the so-called Phiri judgment by the Johannesburg High Court and subsequently the High Court of Appeal i.r.o. pre-paid watermeters. The courts, in essence, found that the installment of pre-paid water meters by municipalities is unconstitutional and unlawful, and furthermore ordered the City of Johannesburg to double their provision of free basic water supply to households from 6 kl to 12 kl per month. The Constitutional Court has subsequently overturned both these judgments and the Municipality will now be able to go ahead with the

installation of pre-paid water meters as planned, subject to the conditions as imposed in the judgment.

- A task team, supported by Legal Services, managed to successfully negotiate an addendum to the Bulk Water Supply Contract with Rand Water, that deals with the supply by Rand Water of water directly to the mines in the Municipality's area of jurisdiction, which was signed and implemented w.e.f. 1 December 2009.

One of the mines has, however, subsequently submitted an application to the Municipality i.t.o. section 7, read with section 8, of the Water Services Act, 1997, to again obtain their water for industrial use directly from Rand Water, which is under consideration.

- The only outstanding civil claim against the Municipality i.r.o. a tree which damaged a house in Venterspost has been settled at R16 800.00 plus cost as between party and party, which is quite a favourable outcome for the Municipality considering that the claim against the Municipality was for R74 000.00.
- The draft review of the following By-laws has been completed and the By-laws are being prepared for submission to the relevant Heads of Department for approval: Library and Information; Control over Informal Settlements; Public Health; Culture and Recreation and Property Rates By-laws.

The following By-laws are currently in the process of being reviewed: Public Roads and Miscellaneous; Metered Taxi, Minibus, Midibus and Bus and Advertising Signs and Hoardings By-laws.

- Various Departments have been assisted during the report period to draft and finalise Service Level Agreements for the provision of different services to the Municipality.
- Other legal assistance to the Departments and Sections of the Municipality during the report period included, inter alia, the drafting of Service Level Agreements, the scrutinising of various other agreements eviction letters, etc.

## **GAPS**

It remains a huge challenge to provide quality legal advice, assistance and support to the Municipality while the Legal Officer position, which became vacant at the end of June 2007, remains unfilled, and the following aspects are especially challenging:

- Managing the safe-keeping of certain documents, records and agreements in the Section.
- Ensuring that enquiries, correspondence, reports and Council resolutions within the functional responsibility of the Section are duly and timeously attended to.
- Managing and performing the key performance areas and result indicators associated with the Legal Section.
- Informing and educating the different role players in the Municipality on existing, new and amended legislation and provisions governing their positions.
- Drafting and amending Council's By-laws as required from time-to-time.
- Drafting and scrutinising reports to the Council and its Committees which may have legal implications and commenting/advising where necessary.

## **MECHANISMS TO OVERCOME THE GAPS**

The Legal Services Section strives at all times to devise and implement short, medium and long term legal strategies to ensure that efficient, effective and affordable legal service is provided to Council and other role-players, and the filling of the Typist/Administrative Officer position assisted a lot to address some of the gaps, but It is essential that the Legal Officer position be filled as soon as the Municipality's financial position improve sufficiently to do so.



## **TOWN PLANNING**

The Town Planning Section's core function and strategic objective is to manage all Town Planning matters of Council and provide Spatial and Area Planning Services to Council and to the public.

### **ACHIEVEMENTS**

Various applications for the rezoning of existing properties to allow the development of town houses and dwelling house offices have been dealt with during the report period. Although there was a downward trend in the property market, one of the major role players in the area, Goldfields SA, was still positive about the future of Westonaria and decided to carry out rezonings on some of their properties in Glenharvie and Westonaria Extension 8 in order to develop dwelling units, which will have the effect that 650 new units will be developed in Westonaria by Goldfields SA alone.

There is further indication that the area to the east of the municipal area (bordering Protea Glen and Lenasia) will become the new development node in Westonaria. The reason for this is that developable land in Westonaria is very limited due to the presence of dolomite in large areas of the municipal area of Westonaria. As a result of these conditions and also due to its locality and accessibility to major road networks the areas in Syferfontein, portions of the Zuurbekom farm and the West Rand Agricultural Holdings have increasingly come under pressure for development purposes, which developments include industrial, commercial and residential land uses.

Such is the demand for development in this area that an application for an industrial township was received early in 2008, whilst other developers have indicated an interest to develop the area south of and bordering the aforementioned industrial township.

Further interest in the area is the possible location of a 48 000 stand residential townships on the farm Syferfontein east of Lenasia and which Council took a resolution in 2004 to support the development of the said farm for residential purposes. The Gauteng Department of Housing has now indicated its support for the township and a Regional Professional Task Team was appointed to investigate this possibility. A preliminary township layout was submitted to Council in December 2008 for comments and to raise issues that could impact on the provisioning of services. This process to enable the consultants to finalise the township establishment application and submit the application to Council was still ongoing and will be submitted later in 2009.

The application for the said industrial township (Protea West Industrial Park) was finalised and approved by Council in March 2009. Negotiations in relation to the provisioning of sewer to this township with Johannesburg Metropolitan Municipality are ongoing and should be finalised early in 2010.

All the above required that the Municipality's Spatial Development Framework be reviewed into more detail, especially for this specific area in order to determine the possible impact that the future development could have on the provisioning of essential services to the area.

Various meetings to address issues pertaining to potential developments; possible closure of the Venterspost road; Department of Education for possible school sites; Departments of Justice and Public Works on sites for a new police station and court buildings in Simunye; and Goldfields and Community Services on sites in Simunye for a library and clinic.

Further meetings with one of the land owners in Zuurbekom have also taken place in order to finalise an agreement to relocate the Waterworks Informal Settlement off his land in Zuurbekom to a portion of his land in Protea Glen Extension 20. Negotiations with the Gauteng Department

of Housing are also taking place in order to obtain funding from the department to assist in the relocation process of the settlement.

Numerous telephonic discussions and meetings with members of the public took place on issues pertaining to land use rights, zoning certificates and future planning.

## STATISTICS

Rezoning/Removal of restrictive conditions	-	13
Subdivisions/consolidations	-	7.
Consent Uses	-	24

(not all could be dealt with as a result of outstanding services accounts)

## GAPS

With the growth in the property market, illegal land uses, that is land uses which are contrary to the zoning of the land in terms of the Town Planning Scheme, have become more and more prevalent.

In order to address the issue of illegal uses a more expeditious and effective legal action need to be established.

The office is also experiencing a lack of capacity. This capacity not only refers to the need to have a qualified town planning assistant in the office, but also the fact there is **no GIS system** in place to amend town planning maps, as well as to assist in dealing with the public and provide a more efficient and productive service to the public and other professional. Once an efficient GIS is in place there will be no need for a draughts person to update the town planning maps/township layouts after the approval of rezoning applications as this could be done by the town planning official or the assistant.;

## MECHANISMS TO OVERCOME THE GAPS

Although a unit was been created in the Town Planning Section to, on a continues basis and according to a programme which will cover all the various townships in the municipal area of Westonaria at regular intervals, do inspections *in loco* in order to ensure that property development in the municipal area is done in a structured manner, within the boundaries of applicable legislation and policies, there still are a number of illegal uses taking place.

Steps will be taken against property owners who fail to comply with legal notices which may be given by the Inspection Unit.

Discussions with a lawyer who specialises in law enforcement on illegal uses have taken place and the lawyer is in the process to compile legal cases for court purposes against illegal uses.

The position of a town planning assistant and GIS operator should be filled as soon as possible in order to assist with service delivery and to take effective actions against illegal land uses.

# **HUMAN RESOURCES SECTION**

## **INTRODUCTION TO THE SECTION**

To ensure improved and sustainable delivery, Westonaria Local Municipality initiated a process that aims to align its organizational structure to its core mandates. This principle is that of creating an administration that is responsive to the needs of the people of the Greater Westonaria and avoids the duplications that strain limited resources and compromise progressive service delivery.

Initiatives aim to integrate human resource systems and practices in line with the need to establish a single, integrated administration has been developed. Human Resources realigned its functions and consist of the following sections namely:

- 1 Labour Relations: Deals with Grievance; Disciplinary Procedures; Staff Relations; Recruitment and Selection, and Induction of New Employees.
- 2 Employee Wellness and Safety: Deals with the Management of Occupational Health & Safety; Facilitation of Employees Counselling; Employee Assistance Programme Interventions; Substance Abuse; Co-ordinates HIV/AIDS Programmes; Domestic Violence and Sexual Harassment cases.
- 3 Employee Benefits and Staffing: Deals with Medical Aids; Pension Funds and Loans; UIF; Funeral Benefits; Terminations/Exit Interviews and Medical Referrals and Boarding.
- 4 Human Resources Development (Skills Development): Deals with the Management of Workplace Skills Plan and Employment Equity Plan; Succession Planning; Skills Development Programmes; Appraisals; Probation and Employee Assessment.
- 5 Human Resources Management: Oversees the functioning of the above sub-sections.

## **COLLECTIVE AGREEMENT ON CONDITIONS OF SERVICE**

The Disciplinary Procedure Collective Agreement was signed by the parties, SALGA and the Unions (SAMWU and IMATU) in the local government at national level on 24 June 2009. This Agreement shall come into operation in respect of the parties to the Agreement on 1 July 2009 and shall terminate on 30 June 2012.

## **JOB EVALUATION AND BENCHMARKING PROCESS**

In order to ensure a speedy finalization of the Task Job Evaluation process, Westonaria Local Municipality (GT414), has been Benchmarked with the Buffalo City Municipality (EC125) of which job descriptions closely matches one another ("Benchmarking" i.e. the normal Task evaluation process is waived and the Task Final Outcomes Report of another municipality is used to equate the job descriptions of the municipality, as a method to convert to the Task job evaluation system). The process was done prior to the deadline of the extended Job Evaluation Collective Agreement on the 30<sup>th</sup> June 2009.

According to the South African Local Government Bargaining Council (SALGBC) there shall be eight (8) categories of Municipalities for the purpose of a Local Government Wage Curve, and Westonaria Local Municipality is classified as category 3 (previously category 4) and the Buffalo City Municipality is classified as category 7 (previously category 9).

## STAFFING INFORMATION

Westonaria Local Municipality's expenditure on personnel for 2006/07, 2007/08 and 2008/09 is set out below:

	<b>Total Actual Expenditure (R'000)</b>	<b>Total Actual Staff Expenditure (R'000)</b>	<b>Ratio %</b>
<b>2006/2007 (audited)</b>	48 746 145	57 791 868	38,8
<b>2007/2008 (audited)</b>	69 270 206	69 949 540	41,3
<b>2008/2009 (audited)</b>	77 954 132	78 905 522	33,7

## PENSION FUNDS

The following pension funds / retirement funds are in operation for Westonaria Local Municipality:

- SALA Pension Fund;
- National Fund for Municipal Workers;
- Municipal Gratuity Fund;
- Joint Municipal Pension Fund
- Municipal Employees Pension Fund;
- Municipal Councillors Pension Fund

## MEDICAL AID SCHEMES

The following medical schemes received accreditation for the year 2009.

- Bonitas Medical Scheme;
- LA Health Medical Scheme;
- Hosmed Medical Scheme;
- Key Health Medical Scheme
- SAMWU Med Medical Scheme

## GOALS OF THE HUMAN RESOURCE SUB SECTION

- To ensure adequate resourcing of Westonaria Local Municipality in terms of human capital that will enable the institution to discharge its constitutional mandate and legal obligations in the most sustainable and proficient manner possible.
  - To manage the provision of Human Resources functions/services to the Westonaria Local Municipality in compliance with legislation, Council policy and the South African Local Government Association (SALGA); the Local Government Sector Education Training Authority (LGSETA) and the South African Local Government Bargaining Council (SALGBC) directives.
6. To help maintain, promote and sustain an organization with employees who maintain their own vitality, an organization that could utilize the full resources of its people.

## CHALLENGES

For the year under review, this municipality had to contend with the following challenges:

- control the abuse of overtime;
- budgetary constraints;
- changing the mindsets of all the stakeholders and role players to be open to change and be ready to engage with new challenges and concepts that are brought about by the situation local government finds itself in;
- LLF stake holders to conclude the minimum service level agreement.

## KEY STRATEGIES

To ensure that plans in this area are effectively implemented, Westonaria Local Municipality developed the following key strategies:

- Review and finalise all outstanding disputes and filling critical positions in the organization;
- Generate, finalize and implementation of the Workplace Skills Plan as requested by the Local Government Sector Education Training Authority (LGSETA);
- Ensure implementation of Human Resource Policies and Procedures throughout the organization.

## ACHIEVEMENTS

- Management and the Unions have extensively engaged in settling of bargaining council disputes/cases locally and most cases have been settled and withdrawn.
- These engagements have further resulted in the settling of salary disparities; group and medical cover for all.

## POLICIES

SALGA recognizes the fact that it need to support Municipalities to ensure compliance in terms of workplace legislation in order to facilitate an improved state of corporate governance. As part of the broader support framework, SALGA was mandated to develop a HR Policy Handbook, containing a selection of leading Local Government HR policies. The HR policy Handbook has been developed in partnership with numerous Municipalities and contains the following generic policies, namely:-

- Attendance and Punctuality – policy not in place
- Employment Equity – policy to be reviewed
- Employment Practice/Recruitment and Selection – policy in place
- HIV/AIDS in the Workplace – policy in place
- Incapacity Due to ILL Health/Injury – policy not in place
- Incapacity Due to Poor Work Performance – policy not in place
- Internal Bursary – policy not in place

- Intoxicating Substance Abuse – policy not in place
- Legal Aid – policy not in place
- Occupational Health and Safety – policy in place
- Private Work – policy to be reviewed
- Relocation – policy to be reviewed
- Sexual Harassment – policy to be reviewed
- Smoking – policy in place
- Succession Planning – policy to be reviewed
- Training & Development/Skills Development – policy to be reviewed
- Transport Allowance – policy to be reviewed
- Whistle Blowing – policy in place
- Overtime – draft policy
- Chronic Illnesses – draft policy

## **SKILLS DEVELOPMENT**

### **SKILLS DEVELOPMENT POLICY AND SUCCESSION PLANNING**

#### **HUMAN RESOURCE DEVELOPMENT**

The municipality finalized its Workplace Skills Plan and submitted it to the LGSETA. This plan clearly outlines what the municipality intends doing in terms of training. It is also stating clear targets for this financial year. This municipality did fairly well in implementing its Workplace Skills Plan and in terms of the training of staff and Councillors.

#### **WORKPLACE SKILLS PLAN IMPLEMENTATION: 1 JULY 2008 – 30 JUNE 2009**

The following courses were attended to empower Councillors and officials with the necessary qualifications and skills to improve their performance and service delivery.

#### **COUNCILLORS:**

- Six Councillors attended the two day Basic Computer Training on 2<sup>nd</sup> and 3<sup>rd</sup> July 2008 at Gold Fields Academy.
- The Batho Pele Training from DPSA was attended by 7 Councillors (5 female and 2 male) on 13 – 15 August 2008.
- Ethic Training for Councillors held on 22 and 23 October 2008 were attended by four Councillors (3 female and 1 male).
- The Executive Mayor, Cllr. MA Khumalo, Cllr. L Molebatsi and Cllr. V Sikiti attended the Mentoring Training Programme for Woman Councillors from 28 September to 3 October 2008 an initiative from Department Local Government and Housing.
- IDP Training: Cllr. Motsepe – Development Bank of South Africa (DBSA) from 18 – 22 May 2009.
- Safety Officer Training 1 & 2 – one month training course – Cllr. D Majola – Skillfull Trading at Merafong.

- The following five Councillors attended the Induction Programme for New Councillors, an initiative of SALGA, at Roode Valley Country Lodge in Pretoria from 24 June to 26 June 2009: Mr. S Ngweentsha, Mr. D Majola, Mr. ZM Mankayi, Mr. N Matela and Ms I Khoza.
- Twenty Councillors attended the five day LED Training presented by DBSA from 8 June – 12 June 2009 held at West Rand District Municipality.
- Nine Councillors enrolled for the 1 year National Certificate: Municipal Governance 2009 at University of Johannesburg, starting in May 2009.

#### **OFFICIALS:**

- Close Protection course for VIP Drivers (3 male officials) – Dynamic Alternatives (2) and Ipeleng Risk Management (1).
- Batho Pele Training (40 officials = 16 females + 24 male) – DPSA.
- Moderator/Verifier Training for Skills Development Facilitators (2 females) LGSETA initiative.
- Municipal Finance Management Act training (38 officials = 20 females + 18 males) – National Treasury.
- Management Development for Municipal Finance 1 year programme (2 male) – Wits Business School.
- Labour Related Issue training for Local Labour Forum Members (10 officials = 3 females + 7 males) – Silver Stars Consultancy.
- Public Transport and Fleet Management (2 male officials)- Alpha and Omega Upgrade Resources.
- Performance Auditing – (1 females) - National Treasury.
- Local Government Accounting Certificate (AAT) learnership (11 officials = 8 female + 3 males + 4 unemployed learners {3 female + 1 male}) – DLG.
- Internal Audit Function Training (2 officials = 1 females + 1 male) – DLG initiative.
- Development and Promote Labour Intensive Construction Strategy (1 male officials) – Construction Industry Education and Training.
- Advanced Electrical Course (1 males) – Gold Fields Academy.
- Monitoring and Evaluation Training Workshop (6 officials = 4 females + 2 males) – Development Bank of South Africa (DBSA).
- Introduction to Project Management (8 officials = 2 females + 6 males) – Development Bank of South Africa (DBSA).
- Policy Development (1 male) – Development Bank of South Africa (DBSA).
- Risk Management (1 male) – Development Bank of South Africa (DBSA).
- Law Enforcement Officers Firearm training (4 officials = 1 females + 3 males) – Firearm Competency Assessment and Training.
- Law Enforcement Officers ProLaser III Training (5 officials = 2 females + 3 males) – Truvelo Manufacturers.

DPLG Skills Audit Project: This project is still in process. A Provincial Task Team was established in July 2009 to deal with this issue. The main aim is to compile, out of the information gathered, a development plan for each employee in the municipality.

LGSETA approved End-user Computing Learnership 2/7/07 – training did not commence as yet due to the delay in the CIPAL Project using the training facilities and does not have an alternative training venue to accommodate Councillors and Officials.

## **EMPLOYMENT EQUITY PLAN**

Challenges identified on the five (5) year plan of the Employment Equity Plan of 2003-2008 and the BIQ System and the future plans.

The plan was compiled by a Consulting firm: INYOSI, the compilation of the plan was done at their offices. A workshop was conducted for senior management and Councillors with Unions by in. A report to Council was submitted on the five year plan which Council approved. At implementation stage is where the challenges became problematic.

## **THE HISTORY**

Once the documentation was available there could be no further engagement with the Unions as relations soured up. The question of deriving meaning from the targets indicated on the document could not be attended to. The Employment equity reports submitted to the Department of Labour were never questioned.

## **CHALLENGE**

Westonaria Local Municipality is in the process compiling a new five (5) year Employment Equity Plan.

The next five year plan need to be more specific in respect of targets to be achieved regarding recruitment: e.g.: a\African male/female, White male/female, Coloured male/female, Indian male/female, persons with disability on the above categories.

The BIQ system in respect of the information it has, is another serious challenge as it is based on an Organizational Structure that is no-longer applicable or in existence. The changes to the Organogram are crucial to how the information is captured and regularly updated onto the BIQ system.

## **WAY FORWARD**

The BIQ employee information data base training and capturing be expedited in facilitation with WRDM for HR personnel of WLM as soon as possible at Executive Manager Level. Once the training has been offered and capturing done, it will update the information for easy retrieval for compiling of reports: EEP and WSP.

That the capturing of data be made a project with specific timelines in order to be able to source reports from live data-base. Throughout the training and capturing process there be an official from district available for trouble shooting on site.

At the Provincial Capacity Building Task Team Meeting held in July 2009 a proposal was forwarded to DLGH for a standardized HR information system/tool for Local Government to ensure uniformity and avoid duplication and control by Finance staff as is the case with the current BIQ system.

## **DEVELOPING A WORKPLACE SKILLS PLAN**

It is of utmost importance to compile and submit a workplace skills plan of high quality to the LGSETA.

A critical requirement of an effective workplace skills plan is to link our skills needs to the organizational strategic priorities. This means that any training done will directly contribute to the overall success of the organization. The skills needs must flow from the IDP – the IDP should inform the municipalities strategic objectives, which in turn should inform each department or divisions' objectives.



The success of this process relies on the active participation of all stakeholders.

- Maximum stakeholder commitment: Managers and supervisors need to know exactly what the skills needs, arising out of their department's objectives are. Managers need to monitor the process of acquiring those skills and need to be able to evaluate the impact of the new skills on their department's performance.
- On the most basic level, managers need to incorporate training planning into their business plan and budgeting cycle: It is vital that managers share the responsibility of training and not see it purely as the responsibility of the HR Section. The role of the Skills Development Facilitator is to facilitate the training process with managers and supervisors.
- Employees need to participate in the identifying of their individual skills needs against organizational objectives: Managers have to include skills matters in their weekly/monthly briefings to staff.

## **OCCUPATIONAL HEALTH AND SAFETY**

### **OVERVIEW**

To provide for the health and safety of persons at work and for the health and safety of persons in connection with the use of plant and machinery: the protection of persons other than persons at work against hazards to health and safety arising out of or in connection with activities of persons at work.

Ensure that Westonaria Local Municipality provides and maintains as far as reasonably practicable, a working environment that is safe and without risks to the health of employees and other.

### **INJURIES AND CLAIMS**

Injuries that necessitated doctor's and/or medical institution's consultations were forwarded to Compensation Commissioner. Registered claims are indicated by letter R while accepted ones by letter A. Injuries with no claim number indicate that an injury was minor, and was thus attended to.

### **INJURIES AUDIT (2008/ 2009)**

In the period under review, the municipality experienced 30 occupational injuries. All the claims were registered with and accepted by the Commissioner. Two claims were settled/closed by the Compensation Fund.

### **HEALTH AND SAFETY REPRESENTATIVES**

Lesikare M.	Monenesi D.
Matome B.	Moya J.
Chabalala D.	Mothibi S.
Mbaba P.	Mafutha N.
Sebatlelo M.	Mokome S.
Stevens A. O	Dintsi M.
Joubert M. (Acting)	Ekstein G.

## **CHALLENGES**

- Lack of feedback on requests made with regard to the working conditions of some sections.
- Lack of office equipment which was, according to number of reports, budgeted for.
- Some employees still do not report injuries or occupational effects within the prescribed time of seven days.
- There are about thirty (30) employees who do not have medical aids
- Some of the above employees are chronically ill

## **KEY ISSUES**

- Restructuring of the occupational health and safety structures ;
- Regulate statutory safety committee meetings per department;

## **MECHANISMS TO OVERCOME GAPS**

- Comply with all the legal appointments in terms of the Act;
- Review current health and safety representatives;
- Structure safety meetings on a department basis in order to address specific needs;
- Develop a policy that will address the chronically ill employees;
- Compile a report to Council that will facilitate the ongoing medical assessment of all employees before they get seriously ill
- Launch a general health and safety awareness program throughout the organization;
- An induction programme for all senior management takes place;
- That a safety oversight committee made up from senior management be established.

## **LABOUR RELATIONS**

The Local Labour Forum (LLF) is functioning together with its subcommittees. The major problem experienced though is the clash of diaries between the parties. Note should be taken that the majority of issues that were outstanding have been addressed among others: pay disparities among General Workers; 2% or the Metropolitan Group Scheme extended to cover all employees; making the joining/belonging to Medical Aid Schemes compulsory to all as General Workers tended to resign at any given moment thus becoming a burden to the employer when they are sick. The Basic conditions sub-committee made it possible for all these aspects to be realized.

## **THE ORGANIZATIONAL RIGHTS AGREEMENT**

The agreement was finalized with the Unions at the LLF and although certain implementation needs attention it is running smoothly. The Department of Cooperative Governance and Traditional Affairs sent a circular requesting data on the functioning of the LLF and such was forwarded.

The Essential Services Agreement is being negotiated and will be concluded in 2009. Note should be taken that during the national strike; the strike management plan and picketing rules provided by SALGA was helpful in monitoring.

## UNIONS STATISTICS/ACTIVITIES

NAME OF UNION	NUMBER OF MEMBERS
SAMWU	332
IMATU	120
NON-UNIONISED	9
<b>TOTAL</b>	<b>461</b>

DISCIPLINARY HEARINGS:	11
APPEAL HEARINGS:	1
GRIEVANCES:	3
LABOUR DISPUTES (I.E. DECLARED AT SALGBC AND CCMA):	4
LABOUR COURT / HIGH COURT OF SOUTH AFRICA:	1
LABOUR COURT REVIEWS:	1

## TIME OFF FOR UNION ACTIVITIES (O.R.A)

NAME OF UNIONS	NO OF DAYS TAKEN	NO OF DAYS CREDIT	BALANCE
SAMWU	18	15	-3
IMATU	Nil	15	15

The days utilized by SAMWU increased for the year given that most of their shop stewards had to attend more inductions training as they were new. IMATU on the hand experienced problems of representation due to resignations and could mostly not utilize their days.

In 2008/9 the merger between IMATU and MEU was finalized. All former MEU members joined IMATU. This merger impacted greatly on the Municipality during the 4 day national strike for wages as it was supported by about 90% of staff.

## MANAGEMENT OF GRIEVANCES & DISPUTES

During the year 2008/9, a number of disputes were dealt with locally resulting in them being withdrawn or settled. These disputes were lodged long ago and their resolution has contributed to a positive labour relations environment. Among these disputes was a review that was successfully settled with the Union/SAMWU.

## HOUSING SECTION

The Housing Section is responsible for the provision of adequate housing opportunities for residents within the Greater Westonaria. It performs the following functions: housing sales and transfers, informal settlement and land invasion management, waiting lists and beneficiary administration, institutional housing facilitation, housing development and provision and project management.

One major challenge facing the Municipality, is the continual proliferation of informal settlements. Like all other growing urban centres in South Africa, Council is finding it difficult to catch up with the demand of residential stands for housing.

It is no doubt that the high prevalence of informal settlements calls for an innovational approach to provide housing.

### OBJECTIVES

Westonaria Local Municipality is looking at:

- Compiling concise and up-to-date information on informal settlements through the conducting of surveys;
- Proactive acquisition and development of suitable land as well as allocation of serviced sites to residents ahead of the allocation of housing subsidies; and
- Compiling a transparent and accessible Housing Waiting List, this will enable the orderly allocation of housing to the needy;
- To provide low cost housing opportunities for low income house holds;
- Run an effective waiting list and beneficiary administration system;
- Identify sites for new subsidized housing projects, source subsidy funding from the provincial government and implement the projects.

### KEY ISSUES

- The provision of strategic direction for the Section;
- Putting in place a consumer education programme;
- The provision of housing opportunities for the low income families within the Greater Westonaria;
- Affordable identification;
- The provision of shelter for the homeless;
- Promotion of staff development;
- Financial management

# INFRASTRUCTURE DEVELOPMENT & PLANNING

**HEAD OF DEPARTMENT:** Mr S Mbanjwa

● **WATER & SANITATION**

● **ELECTRICITY**

● **ROADS & STORM WATER SERVICE DELIVERY**

## INTRODUCTION TO THE FUNCTION

Westonaria Local Municipality is a developmental municipality with an objective of eradicating poverty and unemployment.

It is therefore essential that an analysis is provided of the poverty situation in Gauteng Province the poorer areas are largely within the West Rand District Municipality.

As part of efforts geared towards giving practical effect to the intervention strategies identified in the municipality Infrastructure Development & Planning, Westonaria Local Municipality has applied to various institutions for technical assistance for the operations and maintenance of municipal infrastructure.

The importance of the various institutions' support to Westonaria Local Municipality with their project is to assist the Municipality with the implementation of key operation and maintenance in order to enhance the service delivery.

## APPLICATION FOR FUNDING

Applications for funding were submitted to the following institutions:

- DBSA Development Bank
- Meeting the Targets Programme – Sanitation 2010
- The programme's objective is to eradicate all sanitation backlogs by the end of 2010. In the province of Gauteng the minimum acceptable level of service is a waterborne sewerage system. Approximately 3350 households in Westonaria Local Municipality were identified to have insufficient or no sanitation service estimated cost R160M
- Upgrade of Medium Voltage Neutral to Simunye
- Upgrading the medium voltage network to Simunye to accommodate the demand of electricity for the development of the clinic, library, school and magistrate/police station estimated cost R9,2M
- Bulk infrastructure
- Provision of bulk electricity to Syferfontein and Westonaria South Development Estimated cost R-100m

## CHALLENGES

For the year under review, Westonaria Local Municipality was faced with the following challenges:

- Ensuring that households throughout the area have access to clean, quality water and adhere to the minimum RDP sanitation standards;
- Ensuring that the existing urban road network is trafficable and that streets are provided to new developments;
- Ensuring that the rural networks are maintained;
- Upgrading and maintenance of electricity networks throughout the area, thereby ensuring constant cost-effective and quality supply of electricity;
- Ensuring cost-effective supply and maintenance of public lighting to all areas; and
- Ensuring that the provision is made for Bulk Infrastructure to Systerfontein and Westonaria South Development.

## STRATEGIES

The following key strategies were implemented and guide to initiative of Westonaria Local Municipality:

- Implementation of measures that ensure water and sanitation networks adhere to applicable standards;
- Implementation of measures to ensure that roads are maintained and constructed to relevant standards; and
- Mobilization and allocation of resources for the delivery of bulk services and the upgrading and maintenance of the electricity structure.

## **WATER & SANITATION SECTION**

The Westonaria Local Municipality ensure the adequate provision of water to communities. A number of water projects are currently under construction to achieve the national goals.

Great effort has been done to provide water to informal and formal settlements and to maintain the water standard of clean quality water. Water are tested on a monthly basis to ensure the quality stays good.





The Westonaria Local Municipality provides a basic sanitation service to all the communities of the area in line with the National Policy. All buckets are eradicated already and the community is provided with VIP toilets to the amount of ± 8000 toilets. All other infrastructure are well maintained and kept to standard.

### **GOAL**

The goal of the Water & Sanitation program is to provide basic water and sanitation to rural areas in line with the National standards.




### **CAPITAL EXPENDITURE PROGRAMME**

The Municipality's Capital Program was funded from five different organizations namely:

-  Council's own capital.
-  Municipal Infrastructure Grant.
-  Department Water Affairs & Forestry; and
-  Department of Local Government.

### **OPERATIONS AND MAINTENANCE PROGRAM**



The Operation and Maintenance of Water and Sewer Services are covered satisfactorily out of the Maintenance Budget which is divided into three (3) sub-sections:

-  Water network;
-  Sewer network;
-  Sewer Purification Plant




### **CHALLENGES**

The challenge is to service all communities in line with the National Standard regarding Water & Sewerage services. All processes are already in place and Council will comply within the near future.

### **PROBLEMS EXPERIENCED**

-  Lack of personnel on Managements Level to support projects
-  Posts are vacant for a long period of time.

### **STRATEGIC OBJECTIVES**

-  To provide adequate, reliable and affordable service to all residents
-  To extend service to rural communities
-  To empower communities through mentorship and training

## **WATER PURIFICATION**

Westonaria Local Municipality is self-sufficient providing purified water to its residents. The bulk of the water is purified at the Hannes van Niekerk Water Works plant. Water is purchased from the Department of Water Affairs and Forestry (DWAF).

### **BULK INFRASTRUCTURE**

The bulk infrastructure consists of 7 reservoirs, 1 pump station and 1 chlorination station where purified water is stored before distributed to the users. Water for the Greater Westonaria is drawn directly from Rand Water Board.

The quality of the water is monitored in terms of the Water Quality Assurance Program and chlorine is added to maintain a high standard of bacterial quality.

### **DISTRIBUTION NETWORK**

The distribution network consists of pipelines, valves, hydrants, water connections and water meters. Personnel maintain the abovementioned systems.

Broken pipelines and problems within the network are reported by the residents and are handled by the complaints desk. The complaints are handed over to the personnel by means of a two-way radio system.

### **STRATEGIC OBJECTIVES OF THE SECTION**

The main objective is to supply residents in the Greater Westonaria with a good quality drinking water.

The service has to be rendered with the least possible interruption, e.g. as little as possible pipe line breakages.



# **ELECTRICITY SECTION**

## **OVERVIEW**

Westonaria Local Municipality purchases bulk electricity from Eskom and is responsible for the distribution thereof within the approved area of supply, under license from the National Electricity Regulator (REDs). Electricity is taken from Eskom and redistributed to the end consumer through a series of cables, lines and substations.

The Electricity Section is responsible for:

- The construction and maintenance of the distribution network, as well as providing new infrastructure to ensure a reliable and affordable supply of electricity to all;
- The effective management of revenue by ensuring all electricity supplied is billed for and reducing losses in order to cover operating and capital expenses;
- The provision of a reliable and acceptable level of public lighting to improve the safety and living standards of residents.

Westonaria Local Municipality renders electrical services to Westonaria, Simunye, Hillshaven, Venterspost, and Glenharvie.

Eskom supplies electricity to the rural areas such as Zuurbekom as well as Bekkersdal. Westonaria Local Municipality is responsible for high mast lighting in both Simunye and Bekkersdal.

## **PERFORMANCE HIGHLIGHTS**

- Construction on the installation of feeder cables to Westonaria XT 11 was completed and 30% of the Goldfields new house project in Glenharvie and Westonaria were electrified
- Under severe financial constraints it was not possible to implement capital projects and programmes were implemented to perform maintenance on the electrical infrastructure.

## **BACKLOGS IN SERVICE DELIVERY**

- Syferfontein and Westonaria South housing projects are in the planning stage and should be able to address any electrification of houses in Westonaria Local Municipality.

## **LEVEL OF STANDARDS**

- A high level of standard is provided to consumers in Westonaria, excluding areas serviced by Eskom

# ROADS AND STORM WATER SECTION

## PERFORMANCE HIGHLIGHTS

A brief narrative of services provided by Westonaria Local Municipality is as follows:

- Provision of roads and storm water infrastructure.
- Maintenance of roads and storm water infrastructure
- Provision of public transport facilities

The services of Roads and Storm water are provided to the following areas:

- Westonaria
- Glenharvie
- Hillshaven
- Venterspost
- Simunye
- Bekkersdal
- Waterpan

## LEVEL OF STANDARDS

A high level of standard is provided to residents of Greater Westonaria, though the standard of roads is deteriorating due to lack of resurfacing.

The following are projects budgeted and implemented during 2008/2009 Financial Year:

Item description	Budget	Source	Status
Extension of walkways: Simunye	R200 000	Council	Not Completed
Storm water inlet: Hillshaven	R50 000	Council	Not Completed
Storm water: Bridges Avenue	R150 000	Council	Completed
Upgrading of walkways: CBD	R100 000	Council	Not Completed
Storm water inlets: Glenharvie	R100 000	Council	Not Completed
Upgrading of walkways: Botha Str	R100 000	Council	Not completed
Resurfacing of roads	R1 500 000	Council	Not Completed
Bomag roller	R150 000	Council	Not Completed
Taxi/Bus pick up stops	R37 000	Council	Completed
Water pump	R15 000	Council	Not Completed

The capital projects could not be implemented and completed, due to financial constraints.

## BACKLOGS IN SERVICE DELIVERY

- 99Km of roads need to be tarred within Greater Westonaria
- Outdated Pavement Management System (PMS)
- Resurfacing of roads

# COMMUNITY SERVICES

**HEAD OF DEPARTMENT: Mrs T Morolo**

**☎ 011 278  
3017**

## INTRODUCTION

The year under review was characterised by the Department's inability to deliver on all planned activities due to the cash flow situation that the Municipality faced. This report therefore, will highlight attempts made towards the execution of the Department's scorecard and the SDBIP, including special projects and unplanned activities. The Municipality, was however, consistently and constantly informed and updated on progress in the form of monthly, quarterly and mid-term reports.

Despite the financial and human resource constraints, the Department continued undeterred to live up to some of the desired service delivery imperatives.

## KEY STRATEGIC GOALS AND SUB-GOALS FOR THE DEPARTMENT: 2008/09

### MUNICIPAL TRANSFORMATION AND ORGANIZATIONAL DEVELOPMENT

- Facilitate the training of all Community Services managers on Financial Management in collaboration with Finance and Skills Development.
- Ensure that SLA's are included in all the Departments contracts (old and new) through the assistance of Legal Unit.
- Workshop Batho Pele principles across the Department and report quarterly to Mayoral Committee.

### INFRASTRUCTURE DEVELOPMENT & SERVICE DELIVERY

- Develop a Project Implementation Plan for the scraping of informal fields, implement and report quarterly on progress.
- SLA between Westonaria Local Municipality and Gauteng Department of Public Works and Transport in place and participation in project meetings for the upgrading of the Testing Station.

### LOCAL ECONOMIC DEVELOPMENT

- Report quarterly on jobs created as well as gender.

### MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT

- Reporting monthly on capital budget spent and progress of capital projects.
- Report monthly on maintenance budget spent.
- Report quarterly on the number of HDI's promoted through procurement.

### GOOD GOVERNANCE AND PUBLIC PARTICIPATION

- Reporting on HIV and AIDS programme monthly and quarterly.
- Revive and empower community sectors on HIV and AIDS (youth, MIPAA, WIPAA, Disabled and Traditional Healers) and report quarterly on progress.
- Development of a crime prevention strategy and submit to Council for approval and implementation.
- Visit at least two (2) municipalities for a fact finding mission on best models in Traffic Management.
- Develop terms of reference for appointment of service provider to carry out a feasibility study on Traffic Management Solution.
- Complete final report on Traffic Management Solution and submit to Council for approval.

## **OVERALL ACHIEVEMENTS FOR THE YEAR 2008/09**

Sub Section's reports contained herein outline achievements of performance targets, including processes and levels of compliance to set performance indicators.

### **OTHER STRATEGIC INITIATIVES SUPPORTING INTEGRATED DEVELOPMENT PROCESS IMPERATIVES**

- Co-ordination of Municipal Mitigation and Monitoring Task Team (MMMTT) meetings and the finalization of the draft Disaster Management Plan, including submission to Council for adoption [Good Governance and Public Participation].
- Co-ordination of Westonaria Local Municipality's support/contribution to the hosting of a Provincial Elderly event on 24 October 2008 organised by the Department of Social Development [Good Governance and Public Participation].
- Co-ordinated the submission of Westonaria High School's list of matric students for enrolment in Mathematics, Physical Science and English classes in preparation for 2008 examinations offered by Goldfields Mine. [Day-to-day activities linked to Good Governance and Public Participation].
- Represented Westonaria Local Municipality in the Mid-term performance report task team, under the auspices of West Rand Region. The report was required for engagement with municipalities by the MEC for Gauteng Provincial Local Government. Outcome = An acceptable and well documented mid-term report for the West Rand Region compiled in two days, 15 August 2008 from 7:30-20:30 and 16 August 2008 from 7:30-18:30 [Day-to-day activities linked to Good Governance and Public Participation].
- Partnership with a Non-Governmental Organization (NGO) called Community-based Prevention and Empowerment Strategies – South Africa (COPES-SA) for the development of a safe play area/park at one of Westonaria Local Municipality informal settlements, Waterworks. [Good Governance and Public Participation, Infrastructure Development and Service Delivery].
- Facilitated the strengthening of a working relationship on Waste Management, in particular with Henk le Roux, under the auspices of Bekkersdal urban Renewal project. Outcome – finalized distribution of 240 litre waste bins to beneficiaries across Bekkersdal and sharing of future Waste Management Strategic plans by both the Municipality and Mr Le Roux for BRP [Day-to-day activities linked to Good Governance and Public Participation, Infrastructure Development and Service Delivery].
- Overseered Westonaria Local Municipality's responsibility towards the inter-sectoral management of the would be Viral Haemorrhage Fever (VHF) epidemic arising out of reported Gauteng Provincial cases in which one victim was from Bekkersdal, with no further spread of the epidemic. Period for surveillance and management of the epidemic was from 10-24 October 2008 [Good Governance and Public Participation].

### **MAYORAL SPECIAL PROJECT BRICK MAKING ARTISAN SCHOOL**

Participated and co-ordinated the "Business Offering Workstream", under the auspices of developing of a business plan for the Westonaria Brick Making Artisan School.

The KPI was only introduced on 30 June 2008 and kick started on 9 July 2008. Managed to provide a compelling Business Offering input that also contributed immensely to the drafting of a business plan by Proplan consultants [Good Governance and Public Participation].

## **SOCIAL DEVELOPMENT SECTION**

The 2008/09 Financial Year presented some challenges as well as opportunities for the sub section. Challenges arose mainly from the fact that the Municipality experienced cash flow constraints from September 2008 to date. Opportunities came about mainly as a result of provision of Conditional Grants and the Municipal Infrastructure Grant (MIG). Therefore, the annual progress report of the sub section is largely conditioned by those two factors. Additional to the report is a progress report with regards to the implementation of the Service Delivery Business and Implementation Plans (SDBIP's) – challenges, deviations as well as remedial actions undertaken and Key Strategic Objectives as reflected in the Scorecard.

### **KEY STRATEGIC OBJECTIVES AND WHAT WAS AGREED UPON (SDBIP 2008/09 AND SCORECARD 2008/09 FINANCIAL YEAR)**

#### **MUNICIPAL TRANSFORMATION AND ORGANIZATIONAL DEVELOPMENT**

- The section participated together with the legal unit in the development and revisiting of by-laws for the Library and Information Services and the Sport, Recreation, Arts and Culture Section dealing with the usage of sporting and library facilities by the public.
- Three members from Library and Information Services and two members from Sport, Recreation, Arts and Culture Section attended a workshop on Batho Pele Principles organized by the Training Unit on 12 – 15 August 2008.
- Training which takes place in the Sub Department is regularly reported.
- Whenever vacancies occur, a gender balance perspective is used, for example: two women and one man were employed at the Sport, Recreation, Arts and Culture Section and four women and four men were employed at the Library and Information Services.
- Service Level Agreements have been concluded between the Department of Sports, Arts and Recreation as well as the Department of Libraries and Archives.

#### **INFRASTRUCTURE DEVELOPMENT AND SERVICE DELIVERY**

- A project implementation plan was developed; however, implementation thereof experienced challenges.

#### **LOCAL ECONOMIC DEVELOPMENT**

- Regular reports on jobs created, as well as gender, were submitted.

#### **MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT**

- Most projects were suspended on account of cash flow challenges. Projects under the Conditional Grants were however implemented.
- Regular monthly reports on the number of Previously Disadvantaged Individuals promoted through procurement were submitted.

#### **GOOD GOVERNANCE AND PUBLIC PARTICIPATION**

- The Sub Department submitted a report in 2008 on Risk Management Strategy for the Section.
- All projects funded by the Conditional Grant in the Library and Information Services were implemented. However, projects funded by Council, especially in Sports, Arts and Recreation Division could not be implemented on account of cash flow challenges.
- The review of the HIV Aids Workplace Policy and Strategy is still outstanding.

# SPORTS, RECREATION, ARTS AND CULTURE (SRAC) SECTION

## HIGHLIGHTS

### PROGRAMMES

- 🌐 Gauteng Athletics hosted the Provincial Cross Country at Westonaria Sports Complex.
- 🌐 4 Local Arts and Culture groups participated at the National Heritage Event.
- 🌐 Municipal employees participated in the OR Tambo games.
- 🌐 SAFA under 17 soccer tournaments was hosted at the Sports Complex where 8 teams from Gauteng Province participated.
- 🌐 25 Community members participated in the Regional Indigenous Games.
- 🌐 Organized and assisted in setting a West Rand Fan Park for the FIFA 2009 Confederation Cup.

## FUNCTIONAL AREAS SERVICES DELIVERY REPORTING

REPORT LEVEL	DETAILS
Overview	Provision of accessible and quality Sports, Recreation, Arts, Culture and Library and Information Services to all citizens.
Description of Activity	Creation of facilities and services where needed, and proper maintenance and upgrading of existing ones.
Strategic Objectives	<ul style="list-style-type: none"> <li>○ To provide, strengthen and support cost-effective and equally accessible Library and Information Services to the community of greater Westonaria.</li> <li>○ To provide co-operation with the local schools and the Gauteng Provincial Department of Sports, Recreation, Arts and Culture.</li> <li>○ To promote the integration of sport and recreation facilities and activities.</li> <li>○ To establish a non-racial and non-sexist culture by making sport accessible to all at grass-root level.</li> <li>○ To maintain a healthy balance between the allocation of resources to sport for all and to top-level sport.</li> </ul>
Key Issues for 2008/09	<ul style="list-style-type: none"> <li>○ To appoint additional staff to improve Library and Information Services to the community.</li> <li>○ To purchase up to date resources to provide in educational needs.</li> <li>○ To upgrade Library and Information services.</li> <li>○ To provide updated Information and Communication technology to Libraries.</li> <li>○ To strengthen partnership with local schools and the Gauteng Provincial Department of Sports, Recreation, Arts and Culture.</li> <li>○ To improve maintenance and upgrade Sport facilities.</li> <li>○ To encourage participation in the annual OR Tambo Games.</li> <li>○ To strengthen partnerships with private partners.</li> <li>○ To develop staff.</li> <li>○ To facilitate accessibility of SRAC facilities and programmes to all residents of greater Westonaria</li> </ul>

<b>ANALYSIS OF THE FUNCTION</b>	<b>NATURE &amp; EXTENDED OF FACILITIES PROVIDED</b>	<b>NO</b>	<b>COST</b>
	Municipal libraries	3	R352 636
	Municipal SRAC facilities	3	R502 602
	SRAC facilities in Partnership with Private Partners	4	
	Number and cost to employer of all staff associated with Library and Information Services.	11	R1 535 375
	Number and cost to all staff associated with SRAC services.	11	R1 590 468
	Libraries in partnership with private partners.	3	
<b>Total operation cost of Library and Information Services</b>			<b>R1 888 011</b>
<b>Total operation cost of SRAC services</b>			<b>R2 093 090</b>

<b>KEY PERFORMANCE AREA</b>	<b>KEY PERFORMANCE INDICATORS AND TARGET FOR 2008/2009</b>	<b>ACTUAL PERFORMANCE 2008/2009</b>
Strengthening of partnership with private partners	Negotiations between Westonaria Municipality, Modderfontein Primary School Gauteng Province and Goldfields to move the library at Hillshaven to Modderfontein School took place.	The library was officially opened during July 2008.
Improvement in job creation & Poverty Alleviation	To appoint library staff with grant received from the Department of Arts and Culture.	1 x Programme Librarian 1 x ICR Librarian 1 x Reference Librarian 1 x Catalogue Librarian 1 x Library Assistant was appointed on 1 October 2008 and contracts with 2 x Library Assistants were renewed.
Provision of resources	To provide Westonaria, Bekkersdal and Hillshaven libraries with free of charge internet access to improve service delivery. Target date: June 2009.	Internet access was provided to the community by May 2009.
	To provide libraries with up to date resources.	By June 2009 books to the value of R378 000 were purchased and distributed to libraries in Greater Westonaria.

Infrastructure	To build a Multi-purpose Community Centre in Simunye.	R1, 2 million was awarded and transferred to Westonaria Local Municipality. Construction will commence during the 2009/10 financial year.
	To build a Multi-purpose Community Centre in Zuurbekom.	Business plan was submitted to the Department of Sport, Recreation, and Arts & Culture.
	Renovation of Westonaria Sports Complex	Business plan was submitted to the Department of Sport, Recreation, and Arts & Culture.
Maintenance	Scraping of informal fields	4 Fields in Bekkersdal 4 Fields in Simunye 2 fields in Venterspost 2 Fields in Zuurbekom and 1 Field at Waterworks was scraped.
Provision of Resources	To provide sporting equipment for usage by the community.	Boxing equipment was received from the Department of Sports, Recreation, Arts and Culture and the Sports Trust donated equipment for soccer, tennis, hockey, karate and squash.

## DEVIATIONS

Deviations occurred in the implementation of capital projects such as – purchasing of maintenance equipment and renovation of facilities.

## CHALLENGES

Due to the non-availability of the grader, scraping of informal fields could not be done as per submitted project implementation plan.

## REMEDIAL PLAN

Capital and maintenance projects that could not be implemented will be incorporated in the 2009/10 financial year budget.

## LIBRARY AND INFORMATION SERVICES (LIS)

### HIGHLIGHTS

- 🌐 Modern Electronic Library System: A Modern Electronic Library System for all libraries in Greater Westonaria was purchased and installed.
- 🌐 Staffing: 1 x Programme Librarian; 1 x Information and Communication Technology (ICT) Librarian; 1 x Reference Librarian; 1 x Catalogue Librarian and 3 x Library Assistants were appointed.
- 🌐 Purchasing of Information Resources: 4 190 Books, to the value of R378 000-00, were purchased.
- 🌐 Upgrading of Infrastructure: An Air-conditioned System was installed at Bekkersdal Library.



- Implementation of Reading Programmes: A reading programme to inculcate a culture of learning and reading was implemented.

# HEALTH SECTION

## ENVIRONMENTAL HEALTH

### ACHIEVEMENTS

- Two EHP's were appointed on the 1<sup>st</sup> August 2008 and were also successfully inducted to form part of the Westonaria Environmental Health team;
- The Environmental Health section participated in the National Heritage Day event that took place on the 24 September 2008 which saw ten catering service providers from Westonaria participating in the preparation of food for people attending the event at Maropeng in Mogale City;
- A sanitation and anti-litter campaign was held at the Thusanang informal settlement in Modderfontein on 10 December 2008. The event was held in conjunction with the Dept. of Water Affairs and Forestry (DWAF) and Westonaria Council's Waste & Parks section. About 650 community members from Thusanang attended the event during which the proper use of the newly installed VIP toilets was also demonstrated;
- A joint operation consisting of Council, Home Affairs, SARS, SAPS and Dept. of Labour officials was executed on 3 February 2009 in order to determine legislative compliance and law enforcement in terms of formal and informal businesses in Westonaria and Bekkersdal;
- A meeting between officials from Westonaria Local Municipality, West Rand Health (Regional office), hospital representatives and local clinics was held on 4 February 2009 in order to re-organize the local outbreak response team and strengthen the operational co-ordination in the West Rand;
- On the 13 February 2009 a workshop on the requirements of operating an ECDC was given by Environmental Health section in conjunction with Town Planning section. About twenty nine (29) ECDC Managers/owners in Greater Westonaria were reached with this initiative;
- On 23 February 2009 the local leg of the Gauteng March towards a cleaner environment was held in Simunye. The event was held in conjunction with Westonaria Municipality, WRDM and the Department of Agriculture. Approximately 100 community members attended the proceedings and a follow-up cleaning was done by Council general workers over the next 4 days.
- The National Water Week event was held at the Donaldson Dam, Westonaria on 24 March 2009. The event was co-hosted by the Department of Water Affairs & Forestry, West Rand District Municipality, the Department of Education and Westonaria Municipality. The celebrations evolved around the theme ***"Water is life – ensuring the nation's needs across all generations and borders"*** The event was well attended with about 250 learners as well as 750 community members including interested stakeholders. The purpose of the event was to address the illegal activities of washing, baptizing as well as swimming that the members of the community residing near the Donaldson Dam continue doing without any permission or supervision;
- On 12 and 14 May 2009 Westonaria Environmental Health section in partnership with DWAF embarked on a Sanitation Awareness road show targeting communities from Bekkersdal and Simunye with this initiative. Communities were taken through the process of water purification and were also urged to help the municipality to keep their environment clean thus reducing chances of opportunistic infections and diseases

## PROJECTS / ACTIVITIES

### GOAL STATEMENT

To ensure optimal service delivery in terms of Environmental Health services to the residents of greater Westonaria through environmental health education and promotion, monitoring, prevention and management of conditions detrimental to environmental health.

Objectives	Activities	Achievements	Challenges	Budget
Staffing - Appointment of two environmental health practitioners	Two EHP's were appointed on 1/8/08 and put through an induction programme.	The newly appointed EHP's assisted with the update of the food handlers and ECDC database.	One EHP resigned in October 2008 and the position is still vacant.	Salaries R843 830-00
Training of formal and informal food handlers	Formal and informal food handlers are given health education during normal inspections	The number of food handlers reached in terms of health education was 72	Not been able to set up a formal type of training where selected food handlers are all given training at the same time at the same venue.	Salaries R843 830-00
Sanitation Programme for the informal and rural areas	Monitoring of use and maintenance of the VIP toilets, giving health education and referring all related complaints ie. structural defaults to ID & P.	On the 10/12/2008 we successfully carried out a sanitation awareness campaign in Thusanang where 600 community members were reached. Also in May communities from Bekkersdal and Simunye were reached with our	Not getting speedy response in terms of resolving of the referred complaints	Health campaigns R28 500-00  Salaries R843 830-00
Early Childhood Development	Continuous inspections and follow-ups are conducted at ECDC's including the updating of their database. ECDC's in Informal areas are also inspected with the safety of all children in mind.	On the 12 February we managed to reach 29 ECDC Managers with the workshop on requirements needed to operate an ECDC. Also 22 of our ECDC Managers were taken through a Child Safety workshop initiated by the District.	Section still cannot provide certification of those ECDC's in informal areas because of lack of infrastructure and basic requirements - the matter is still not clear on the way to follow	Salaries R843 830-00  WRDM – training & material R8000-00

Water sampling in the informal settlements and natural water resources	Water sampling of our natural resources including informal as well as formal areas is done at regular intervals. The section also reacts to water related complaints daily and refer them accordingly.	With the NWW event held on the 25/03/2009, communities in Bekkersdal areas especially those near the dam's borders were educated on the importance of preserving our natural water resources and the need to refrain from dumping within our water sources. Ninety five water samples were taken in this financial year.	Still no accredited laboratory to conduct chemical analysis on our samples.	Salaries R843 830-00 WRDM Water sampling costs R3500-00
Air Pollution Control	Six (6) air pollution complaints have been received and dealt with.	Air Quality Management Plan for the District has been drafted but still awaiting local municipality's comments.	No air pollution testing station in Westonaria and no qualified staff handling that.	Salaries R843 830-00
2010 FIFA Soccer World Cup/Event and programme for action for the non-hosting municipalities	Inspections and compilation of database of all guest houses and accommodation establishments in Greater Westonaria. The certification of all compliant accommodation establishments.	About eight (8) accommodation establishments have been Certificated.	No coordinated local structure where one can plan and execute any initiatives of promoting Westonaria as a neighbouring town of a host city.	Salaries R843 830-00

## CHALLENGES

- The section had to deal with the challenge brought about by the unexpected and unknown Viral Hemorrhagic Fever (VHF) where we even had one of our community members in Bekkersdal pass away from this disease;
- Poor interdepartmental collaboration proved to pose a serious challenge in terms of how complaints and service delivery issues are handled;
- The lack of a local accredited laboratory to conduct chemical analysis on our food and water samples;
- Lack of sufficient cash flow within the budget to conduct Campaigns
- One Senior EHP resigned on the 31<sup>st</sup> of October 2009 just as the new EHP's joined the section leaving a void that still had negative impact in terms of rendering effective service.

## REMEDIAL PLAN

- Council should investigate the possibility of establishing a dedicated, qualified law enforcement unit, serving all Departments in their law enforcement functions;
- Inter-departmental cooperation needs to be strengthened.

# HIV AND AIDS UNIT

## ACHIEVEMENTS

- Service delivery- forty one (41) ward based volunteers have been recruited with the mandate from the district office, and they are receiving monthly stipend, funded by the Department of Local Government (DLG);
- Four (4) organizations (NGO's) were given medical supplies on 22 September 2008 to take care of the infected people, namely Kamohelong Home Based Care, Sizabantu Home Based Care, Carol Shaw Memorial and Ward Based Volunteers (WBV);
- Intersectoral collaboration: five (5) meetings were conducted for the Local Aids Council (LAC) in strengthening relationship with local stakeholders, the municipality and community members;
- Ten (10) meetings were held respectively for structures within the LAC, namely Men in Partnership Against AIDS (MIPAA), Women in Partnership Against AIDS (WIPAA), People Living With HIV & AIDS (PLWHA), Traditional Healers Organization (THO), Greater Westonaria Disability Forum (GWDF) and the Care and Support cluster;
- In November 2008, eleven (11) WBV were recruited and inducted for daily door to door services within communities;
- Civil society capacitation - two (2) workshops were conducted for WBV's on new reporting formats which were received from the Multi Sectoral AIDS Unit (MSAU);
- One hundred and ninety seven (197) community members around the Greater Westonaria and twenty six (26) traditional healers were given skills on Home Based Care course through training which was provided by the Talent Emporium service provider, in order for them to be able to take care of sick people within their communities and families. Certificates were issued to trainees.;
- Assistance through indigent burial was provided to twenty one (21) families to enable them in burying their loved ones with dignity;
- World AIDS Day Campaign was conducted from 17 to 21 November 2008 within the Greater Westonaria and volunteers from the unit and NGO's participated. Material in terms of bags, caps and water bottles was received from the Multi Sectoral AIDS Unit (MSAU) and an amount of R40 a day was given as a stipend for services conducted for those volunteers who are receiving stipend less than R500 from their NGO's;
- In November 2008 eleven (11) volunteers were recruited and taken through an induction process;
- An Imbizo was held at Bekkersdal Paul Nel hall on 29 November 2008 to form partnership between Westonaria Municipality and South African Football Union (SAFPU) and launching the sporting programme at the same time. Engender Health and AIDS Consortium team members participated and Voluntary Counselling and Testing (VCT) was conducted on the day;
- Sporting activities were presented at the Sports Complex on 30 November 2008, whereby former footballers, West Rand and Harmony Mine teams participated in football matches;
- The stipend for some WBV's was increased from R600 to R1000 per month, as well as working days (December 2008);

- The World Aids Day Candle Light was held and officiated by the Executive Mayor Cllr MA Khumalo on 1 December 2008. About 250 people, including employees attended the ceremony outside the Banquet Hall.
- A certificate ceremony and end of year function was hosted for the WBV's on 12 December 2008 at the Sports Complex;
- A workshop for the LAC members was held on 3 March 2009, to clarify their duties and responsibilities, line of communication between community members and the Municipality;
- Candle Light event was held at the Sports Complex on 22 May 2009. All districts and local Municipalities within the Gauteng Province were invited. Key note address was delivered by the MEC for Health, Honourable Qedani Mahlangu;
- Handing over event was celebrated at the Sports Complex on 23 June 2009, where NGO's were rewarded for Community Service by the Municipality. Forty one (41) WBV's including fifteen (15) of them were awarded with merit certificates for outstanding performance in their field of work.

## FUNCTIONAL AREAS SERVICE DELIVERY REPORTING

REPORTING LEVEL	DETAILS
Strategic Objective	<ul style="list-style-type: none"> <li>-To support, strengthen, provide skills in order to sustain and empower vulnerable groups with special needs e.g the elderly, orphans and disabled.</li> <li>-Reducing the spread of new HIV infections through education, and prevention and awareness campaigns to encourage people with behavioural change and adhere to practices.</li> <li>-Optimal support and strengthening the LAC and other stakeholders.</li> <li>-To strengthen the implementation of the National Strategic Plan (NSP) 2007-2011.</li> </ul>
Key issues for 2008/2009	<ul style="list-style-type: none"> <li>-Strengthening partnership with stakeholders within the Greater Westonaria through awareness campaigns and communication during meetings and workshops.</li> <li>-To capacitate and giving support to structures and launching.</li> <li>-To strengthen the relationship between Ward Based Volunteers and Westonaria Local Municipality through meetings and interacting with Councillors.</li> </ul>

## PROJECTS/ ACTIVITIES

Objectives	Activities	Achievements	Challenges	Budget
Staffing and recruitment of volunteers	Eleven volunteers were recruited and inducted in November 2008.	Daily door to door services reached the communities who never received services before.	Lack of transport for volunteers to enable them reaching farming areas with door to door services. <b>ACTION PLAN:</b> An amount of R0.250 has been approved for the purchase of the unit's vehicle	DLG STIPEND R582.000.00

Purchasing of medical supplies	Medical supplies were purchased for local organizations.	Four organizations including the Ward Based Volunteers (WBV's) received medical supplies to enable volunteers to take care of the sick people.	Medical supplies given to organizations are not sustainable.  <b><u>ACTION PLAN :</u></b> To review this approach in line with key strategies of government	DLG R39 149.04
World Aids Day Campaign	The World Aids Day Campaign was conducted from 17 -21 November 2008.	224 volunteers from NGO's and communities within Greater Westonaria participated in the campaign.	The budget allocated for transport was overspent, since volunteers were transported from one area to another.  <b><u>ACTION PLAN:</u></b> The ten (10) seater vehicle approved for the unit will minimize the impact of this challenge	DLG R118 799.10
Volunteers stipend	Volunteer's stipend was increased from R600.00 – R1000.00 a month for 22 volunteers who rendered services for only three days in a week.	All volunteers are now conducting door to door services for five days in a week.		DLG STIPEND R 582 000.00
Workshop for LAC members	Workshop on duties and responsibilities of LAC members was conducted by the unit and the district office.	Members attended the workshop held at the Banquet Hall.	Not all members attended as expected due to lack of transport. <b><u>ACTION PLAN:</u></b> Vehicle has been budgeted to mitigate against this constraint.	DLG R 3600.00
Handing over event	NGO's and WBV's were acknowledged and rewarded for services rendered to communities.	Nine NGO's were supported with funds by the Municipality and forty one (41) volunteers rewarded for their selfless work.		WESTONARIA LOCAL MUNICIPALITY R311 529.00

## **CHALLENGES**

- Shortage of staff impact negatively on service delivery
- Unavailability of transport for furthering of service delivery was a stumbling block
- Poor participation of politicians in the LAC
- No protective clothing for volunteers, e.g. carry bags, dry-macs and hats
- Volunteers resigning and passing on affect service delivery in a negative way

## **REMEDIAL PLAN**

- Budget for purchasing the vehicle has been approved to the tune of R0.250
- Conferred with MMC Community Service's office for support and involvement of political leadership in the LAC
- Continue to replace volunteers as an when required



# **WASTE MANAGEMENT, PARKS & CEMETERIES SECTION**







## **WASTE MANAGEMENT**

### **GOAL**












The Waste Management Sub-Department forms an integral part of the Department: Community Services which is responsible for the management of solid waste throughout greater Westonaria.

### **KEY PERFORMANCE AREAS**













The Section aligned its functions with Organizational Score Card of The Municipality and the Key Performance Areas

-  Municipal Transformation and Organizational Development
-  HIV and AIDS
-  LED
-  Infrastructure Development and Service delivery
-  Municipal Financial Viability and Management
-  Good Government and Public Participation

### **AIMS AND OBJECTIVES**

-  To provide adequate, reliable and affordable service to inhabitants of greater Westonaria.
-  To extent waste collection, waste transportation, waste treatment and disposal facilities to all communities including rural areas.
-  To assist in waste management services to the country as a whole.
-  To protect the health of the population.
-  To control population of eco-systems.
-  To generate employment and income for the community members involved in waste collection.
-  To empower communities to take responsibility for their cleanliness in their urban environment.
-  To work towards an effective Integrated Waste Management Plan:
-  Minimization of waste generation
-  Maximize waste recycling and re-use
-  Ensure safe and environmentally sound waste disposal.

### **STRATEGIES TO ACHIEVE THESE OBJECTIVES**

-  To enhance community participation in the design of the local Integrated Waste Management Plan.
-  Empowerment and creation of SMME's by developing skills.
-  Reduce waste at source by encouraging recycling and re-use.
-  Develop Parks & Recreational facilities to eliminate illegal dumping.
-  Erect Transfer Station at the disposal site for waste separation and recycling.
-  Erect waste quantification system at the disposal site for income generation.
-  Apply best practices in developing the local Integrated Waste Management Plan.
-  Improve communication and public awareness campaigns.
-  Extend collection service to rural communities by providing communal skips and/or 240 litre bins at acceptable distances.
-  Continuously engaging needs analysis programmes.
-  Effective budgeting based on Integrated Development Plans (DP's).
-  Viability of waste separation at source versus separation at waste processing facility to be implemented by 1 JUNE 2010

- Waste separation at source programme in high income areas will be fully implemented for waste generation areas (Westonaria, Hillshaven, and Glenharvie) by December 2010.
- Establishment of Municipal Service Partnerships (MSP's) in waste collection to be implemented by December 2012.
- Investigation and replacement of waste collection fleet by July 2010.
- A portion of waste stream is reduced at source, re-used or recycled/composted.
- Waste Management System in the Municipality shall become economically independent and profitable.

## **FUNCTIONS**

- Preparation of reports to Council
- Management, planning and construction of new infrastructure , i.e. transfer station facilities and waste treatment facilities/ buyback centers
- Collection and disposal of waste
- Removal of illegal dumping
- Provision of storage bins
- Cleaning of streets and public facilities
- Management and maintenance of fleet
- Waste minimisation and recycling initiatives
- Disaster management
- Budget control
- All queries and community complaints related to waste management

## **CURRENT WASTE MANAGEMENT SERVICES RENDERED**

### **COLLECTION**

Westonaria Local Municipality has 11 484 collection points in the formal settlement and about 9 117 in informal settlement. Types of storage used in the Westonaria jurisdictional area consist of the following:

- Residential premises uses 85 litre PVC and black waste bags
- Business premises uses 1.75 m<sup>3</sup> mini-mass containers and 210 litre drums
- Containers for supplementary and special services:
  - 15 m<sup>3</sup> mass container
  - 18 m<sup>3</sup> mass container
  - 30 m<sup>3</sup> mass container
  - Street pole waste bins : street cleansing
  - Concrete litre bins : street cleansing

### **UNSERVICED AREAS**

About ± 60 households within Westonaria Local Municipality do not have access to regular waste collection service. These areas are mainly rural and agricultural holdings areas.

Waste Management Sub-Section is preparing a programme of action to ensure that these household receive a basic waste removal service.

## MANAGEMENT AREA

- Westonaria
- Hillshaven
- Bekkersdal
- Glenharvie
- Simunye
- Waterpan (mining village)
- Libanon (mining village)
- Wagterskop Ext 2
- Nufcor ( private township)
- Rand Water

## AGRICULTURAL HOLDINGS AREAS

West Rand Agricultural Holdings:

- Ten Acres Agricultural Holdings
- Wagterskop Agricultural Holdings
- Waterpan Agricultural Holdings
- West Rand Garden Estates Agricultural Holdings
- Libanon (mining village)

## LEGISLATIVE FRAMEWORK

The Waste Management Services is governed by the following legislation:

- Constitution( Act 108 of 1996)
- National Environmental management Act, 1998 ( Act no. 107 of 1998)
- Local Government: Municipal systems Act 2000( Act No. 32 of 2000)
- Environmental conservation Act, 1989( Act No. 73 of 1989) as amended
- Health act, 1977( Act 63 of 1977)
- Municipal By-Laws ( This by-laws have been passed in terms of local government Ordinance, 1939, which regulates Waste management activities within the Municipal Jurisdiction
- Municipal finance Management Act, 2003
- Supply Chain Management Act
- ECA
- Water Act
- Atmospheric Pollution Prevention Act
- Waste Management Bill

## PERFORMANCE HIGHLIGHTS

The Service Delivery Implementation Plan was implemented through Organisational Score Card of the Municipality and the following achievements are highlighted:

## MUNICIPAL TRANSFORMATION AND ORGANIZATIONAL DEVELOPMENT

- Assist in developing and revisiting of by laws***
  - Development and approval of by laws
  - Developed a Tree cutting , Planting and Preservation Policy

### **Implement Batho Pele Principle**

- Displayed Batho Pele Principle notices and information boards in the Offices,
- Sent two employees on Batho Pele workshop
- Made Batho Pele part of by-weekly Supervisors meeting's agenda
- Developed and implemented customer care guidelines and complaints register,
- Inducted employees, including interns and supervisors on Implementation of Batho Principles,
- Arranged and held a workshop with HOD for section's employees on Batho Pele.

### **Compliance to work skills Plan**

- Updated employees data on skills Plan
- Submitted names of employees and liaised with skills Development Officer (SDF) and sent employees on Several training including (Basic Horticulture, Waste management for Local Authorities, Project Management and MFMA),

### **HIV and AIDS**

- Participate in Employees Education and awareness on HIV & AIDS at workplace
- Participated in awareness campaign with health workers,
- Displayed condom storage container at workplace
- Submitted a report, on medical conditions of employees , to council
- Recommended some employees for counselling at Westonaria Clinic

## **LOCAL ECONOMIC DEVELOPMENT**

### **Job Creation**

- Reported monthly and quarterly on number of jobs created
- Ensured that all projects are implemented through labour intensive methods, where possible,
- Created 68 jobs on part time and employed employees according to gender requirements(50% females, 80% youth),
- Hired local contractors for minor maintenance of buildings supply of goods and services,

## **MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT**

### **Report monthly % of Operational and Capital Budget expenditure spent to achieve SDBIP outcomes**

- Reported monthly on Capital and operational Budget spent,
- Cash flow problems contributed in some of the projects in the SDBIP not implemented,

## **GOOD GOVERNMENT AND PUBLIC PARTICIPATION**

**Development of Risks Management Strategy and Plan:** Submitted pre winter - Fire Plan to WRDM

### **DAY TO DAY ACTIVITIES**

- Number of burials, Crematoria, and tombstones,
- Number of Stands Cleaned,
- Volumes of waste rubble removed
- Cutting of grass on Parks side walks and open spaces,
- State of refuse removal
- Cleaned streets, CBD and Public facilities
- Cleaned Beddings and Tree felling

## OTHER ACTIVITIES

- Conducted Gauteng litter Free Campaign which was supported by Provincial government and District Municipality.
- Conducted an extra ordinary Cleaning Campaign at Glenharvie, Simunye and Bekkersdal with support from ID & P Department, were by HOD's and some of the Managers of both Departments participated in actual cleaning of illegal dumping ,litter picking and sweeping and removal of weeds on the streets.
- Collection of domestic and business waste.
- Cleaning of illegal dumping and litter
- Cleaning CBD and Public facilities
- Submission of reports to council
- Got council for implementation of Glenharvie and Bekkersdal Waste Recycling Project in Partnership with Goldfields, Buyisa e Bag, Iso lo Mvelo and Bokamoso Greeners,
- 240l waste storage bins were purchased through BRP project and distributed to Bekkersdal formal houses, Businesses and Schools, Churches, government department offices( Eskom, SAPS, Social services),

## SKILLS DEVELOPMENT

Given Challenges of cash flow, Employees were trained on the following causes:

- Basic Horticulture
- Waste management for Local Authorities
- Project Management
- Management Finance Management Act
- Integrated Development Plan
- Workshop on Batho Pele Principles

## PARTICIPATION AND INTER-DEPARTMENTAL RELATIONSHIP

Participated and linked with other department and sections on the following:

- Development of Integrated Waste management Plan Project for WRDM
- Authorization of Waste Treatment facilities Project for DEAT
- National Water week event
- Disaster Management Plan
- Bekkersdal Youth Cleaning Campaign
- Organisational Score card.

## OPERATIONAL BUDGET EXPENDITURE

VOTE NR	OPERATIONAL BUDGET EXPENDITURE	SOURCE OF FUNDS	AMOUNT	AMOUNT AND % SPENT	PURPOSE OF EXPENDITURE
<b>3040</b>	<b>WASTE MANAGEMENT: COLLECTION</b>				
1	Salaries	WESTONARIA LOCAL MUNICIPALITY	R3 792 499	R3 219 640	Payment of salaries and other benefits to employees
1	Acting Allowance	WESTONARIA LOCAL MUNICIPALITY	R27 208	85% R75 945	Payment of salaries and other benefits to employees
1	Overtime	WESTONARIA LOCAL MUNICIPALITY	R231 928	375 % R1 136 150	Payment of salaries and other benefits to employees
	Acc group	WESTONARIA LOCAL MUNICIPALITY	R 5 909 699	490 % R5 989 348	Payment of salaries and other benefits to employees
				140 %	

10	General costs Acc group	WESTONARIA LOCAL MUNICIPALITY	R 616 502	R386 628 63 %	Purchase of equipments, stationary, plastic bags, etc.
30	Repairs & Maintenance Acc group	WESTONARIA LOCAL MUNICIPALITY	R 2 745 022	R1 974 814 72 %	Repairs to buildings, Vehicles,
100	General income Acc group	WESTONARIA LOCAL MUNICIPALITY		71 %	General income
<b>3041</b>	<b>STREET CLEANING</b>				
1	SALARIES	WESTONARIA LOCAL MUNICIPALITY	R 1 025 582	R854 800 83 %	Payment of salaries and other benefits to employees
	OVERTIME	WESTONARIA LOCAL MUNICIPALITY	R 129 874	R323 476 249 %	Payment of salaries and other benefits to employees
	ACC GROUP	WESTONARIA LOCAL MUNICIPALITY	R 1 567 951	R1 548 132 99 %	Payment of salaries and other benefits to employees
10	GENERAL COST ACC GROUP	WESTONARIA LOCAL MUNICIPALITY	R 53 594	R425 195 764 %	Purchase of equipments, stationary, plastic bags, etc.
30	Repairs & Maintenance* ACC GROUP	WESTONARIA LOCAL MUNICIPALITY	R 314 488	R285 148 91 %	Repairs to buildings, vehicles,

The following are project budgeted for implementation during 2008/09 Financial Year, but some of the project were not implemented due to cash flow problem experienced during the year and some were postponed to next Financial Year (2009/10).

ITEM DESCRIPTION	BUDGETED AMOUNT	SOURCE
<b>PARKS</b>		
Skip Bins	R 400 000	Council
85 Litter bins	R 100 000	Council
Street Litter Bins	R 30 000	Council
Electronic Waste Transfer Station	R 200 000	Council
<b>TOTAL</b>	<b>R 730 000</b>	<b>Council</b>

### BACKLOGS AND CHALLENGES IN SERVICE DELIVERY

The level and standard of service rendered by the Waste Management Section is perceived to be poor and the following gaps and needs have been identified in the existing system and are commonly caused by:

#### a) Institutional and Organisational

The municipality seems to have adequate staff to manage the waste services in the area of jurisdiction as per the organogram. In reality, there is shortage of personnel in the waste management section in that most employees do not report for work due to illness and some have retired and died. These employees are not replaced and it causes a strain in service delivery.

The personnel also require training in software and other aspects of waste management to further improve their skills.

**b) Regulatory**

The regulations on National level are adequate and kept up to date with current waste management demands and challenges. On Municipal level, the current By-laws are in place but require enforcement and updating to ensure that the regulations are used to protect the public health and the environment.

**c) Socio-economic**

A large majority of the residents are living in poverty and does not have means to pay for services. Due to high level of unemployment and lack of finance, it is difficult to keep up with the needs of the community. Level of payment for services has deteriorated and closure of businesses within the local authority also made the situation worse. It will however, require that the municipality review the status of indigents within the jurisdiction.

Economic melt down and recession has also made great impact on the economy of the Westonaria and unemployment has also risen. The impact has affected the Municipality in that it ended up having a cash flow problem, has to cut and prioritize some of the projects to meet the challenges of cash flow.

**d) Technical and Operational**

The equipment used for waste removal service is very old and due to lack of finance, it is difficult to purchase new modern equipment. Change in population, patterns and improvement in standard of living impacts on service delivery as we rely mostly on modern technology to deliver our services.

It has been highlighted that municipal vehicles experience a lot of breakdowns during collection. Waste is removed in the afternoons up to evenings which cause disturbances, noise and littering because bags would be torn apart by the dogs whilst placed on the pavement for collection. The municipality should however consider the replacement policy to address fleet problems in the waste section. Proper maintenance Plan will need to be in place.

**e) Illegal dumping and littering**

Lack of awareness campaigns and education, waste minimisation and recycling initiatives as well as unreliable waste collection service, people has made it a practice to dispose of waste at open spaces, vacant/unused stands, street corners, etc. Inconsistent collection rounds cause the residents to dump their waste on open spaces and Streets corners.

**f) Waste Minimisation and Recycling**

Currently there is no capacity within the municipality to drive waste minimisation and recycling initiatives. The public is encouraged to participate in recycling initiatives and to support the recycling depots established in different parts of Westonaria. There is no recycling budget so it is difficult for the municipality to drive the process one hundred percent. In this regard, private initiatives have been recorded thus far.

This is the aspect that requires the most attention to monitor the areas and types of waste generated and recycled within the area of jurisdiction.

**g) Financial and Local Economic Development (LED)**

The waste management budget is far too low to render the waste removal services in Greater Westonaria. This is as a result of establishment of more houses and expansion of service delivery to other new areas with which since the establishment, the budget and resources were never increased. It created a burden on existing staff and resources and

thus resulted in poor waste services. Closure of businesses and retrenchments at the surrounding mines has created overcrowding and further increased the rate of unemployment. Majority of households in Westonaria do not pay for services.

A strong LED policy will have to be drafted to ensure that unemployment which has adverse impact on the environment is contained. Recycling initiatives, support for Small Medium Micro Enterprises (SMME's) and establishment of Municipal Service Partnerships (MSP's) and Public Private Partnership (PPP's) as part of job creation should be stressed.

#### **h) Social**

Inputs from the communities and their representation regarding the development and improvement of the service has been invited and taken into consideration on several occasions. However, there is limited education and awareness programmes due to financial constraints. The importance of rate payments has also been highlighted.

### **COMMENTS ON THE PROGRESS IN ELIMINATING BACKLOGS IN SERVICE DELIVERY**








The following are projects to be implemented in 2009/2010 Financial Year to address service delivery challenges:

<b>ITEM DESCRIPTION</b>	<b>BUDGETED AMOUNT</b>	<b>SOURCE</b>
<b>WASTE MANAGEMENT</b>		
Tipper truck	R 1 200 000	Council
Roll On truck	R 1 500 000	Council
Compactor Truck	R 1 500 000	Council
Electronic Transfer Station	R 200 000	Council
Wheelie Bins	R 500 000	Council
Photo Copier	R 15 000	Council
Electronic Clocking Machine	R 24 000	Council
Female Change Rooms	R 200 000	Council
<b>TOTAL</b>	<b>R 5 139 000</b>	<b>Council</b>

Council has formed partnerships with the PPP's to deliver and improve on the delivery of waste management services.

### **LEVEL AND STANDARD OF SERVICE**

To address the gaps and needs, short, medium and long term objectives of NWMS and principles of the National Environmental Management Act (NEMA) and Waste Management Bill need to be considered as well as other applicable legislative requirements. With regard to general waste, a number of priority initiatives in which the Municipality will be required to play a leading role, is to

-  Implement general waste collection services in un-serviced or poorly serviced areas, including new areas.
-  Develop recycling centres;
-  Promote separation at source;
-  Minimise the environmental impacts of waste disposal facilities and litter;
-  Develop and implement a Waste Information System (WIS);
-  Capacitate people and create jobs;
-  Ensure that sufficient waste disposal sites will be planned, permitted and developed at local or regional level.



- Implement the systems of the IWMP
- Proper fleet Management and maintenance Plan and Fleet Replacement policy

## RELATING BACKLOGS TO MUNICIPAL SPENDING ON SERVICE DELIVERY INFRASTRUCTURE

Solid Waste Bag logs		30 June 2008-2009		
		Required	Budgeted	Actual
Backlogs to be eliminated (No. of Households not receiving Minimum Standards of Service)	60		R23 760.00	R31104.00
Spending on new infrastructure to eliminate backlogs (Rand 000)	4		R1 023 000.00	R1 023 000.00
Spending on maintenance to ensure no new backlogs created	21683		R1 059 972.10	R1 059972.10
Total Spending to eliminate backlogs (Rand 000)	<b>21683</b>		<b>R4 945 654.00</b>	<b>R5 259 705.00</b>

## PARKS & CEMETERIES

### GOAL

The Parks & Cemeteries Sub-Section forms an integral part of the Department: Infrastructure, Development & Planning which is responsible for the management of parks, cemetery and crematoria facilities throughout Greater Westonaria.

### OBJECTIVES

- To promote the integration of sport and recreation facilities and activities
- To establish a non-racial and non-sexist culture by making sport and recreational facilities accessible to all at grass-root level.
- To promote urban forestry and urban greening
- To promote and protect conservation of natural resources
- To promote optimal utilization of the open spaces to avoid illegal dumping spots which are an eyesore to communities and to reduce crime
- Create a healthy and tranquil living environment; hence contribute towards a change of quality of life
- To maintain and enhance the ecological integrity of natural systems
- To create a conducive and safe area for recreation and leisure
- To ensure that all residents of Westonaria receive reliable and affordable cemetery services.
- To develop alternative burial methods for the preservation of burial space in Westonaria

### STRATEGIES TO ACHIEVE THESE OBJECTIVES

- Implement open space upgrading to improve the open spaces to people ratio
- Properly maintain existing recreational facilities and make them more accessible to the broader community
- Develop the appropriate facilities and infrastructure that will ensure the provision of cemetery services to the entire Westonaria community
- To effectively coordinate various community-based natural resource management activities that will enhance capacity building of people through environmental education, information sharing and better access to resources.
- Capacitate and recruit competent personnel that will ensure efficient service delivery
- Continuously conduct awareness and education campaigns to the communities
- Continuously engaging needs analysis programmes

## **CURRENT SERVICES RENDERED BY PARKS & CEMETERY**

The services currently being rendered by the Parks & Cemetery Department are as follows:

- 🌳 Preparation of reports to Council
- 🌳 Designs and planning of parks, cemetery and crematoria facilities
- 🌳 Development of new parks, cemetery and crematoria facilities
- 🌳 Provision of playground equipment
- 🌳 Management and maintenance of parks, gardens, sidewalks, open/unused stands, cemeteries and crematoria facilities as well as playground equipment
- 🌳 Maintenance of trees planted on sidewalks, weed and pest control
- 🌳 Management and maintenance of fleet
- 🌳 Control of declared alien invasive plant species
- 🌳 Disaster management
- 🌳 All queries and community complaints related to parks and cemeteries

## **STATUS QUO ON PARKS**

Westonaria Local Municipality has 25 recreational parks within its area of jurisdiction. It encompasses an area of approximately 300 000m<sup>2</sup> in extent and the rest of the areas which marked public open space on the town planning layout are not yet developed. These public open spaces are mainly covered with veld grass. The service is rendered in the following areas:

- 🌳 Bekkersdal
- 🌳 Westonaria
- 🌳 Simunye
- 🌳 Venterspost
- 🌳 Glenharvie
- 🌳 Hillshaven

## **STATUS QUO ON CEMETERIES**

Westonaria Local Municipality has two operational cemeteries namely Bekkersdal and Westonaria Cemeteries. Bekkersdal Cemeteries is approximately 7.9 ha in extent and is located north east of Bekkersdal Township. It is still in operation and has a lifespan of approximately one (1) year.

Westonaria Cemetery is ± 7,9ha and is located on the west of Westonaria Township. It is still in operation and can be utilised for the next ten years.

## **PERFORMANCE HIGHLIGHTS**

### **Projects & Programmes**

- 🌳 Development and Maintenance of Parks
- 🌳 Provision of burial space to community of Westonaria
- 🌳 Secured funds for purchase of grass cutting equipments
- 🌳 Submitted reports to council
- 🌳 Planted and distributed trees for Arbor week with Goldfields Mining Company
- 🌳 Participated in National Water week
- 🌳 Development of New Cemetery Phase 2
- 🌳 Fencing of Bekkersdal

The following are projects budgeted and implemented during 2008/2009 Financial Year as follows:

ITEM DESCRIPTION	BUDGETED AMOUNT	SOURCE	STATUS
<b>PARKS</b>			
Upgrading of Parks in Goedehoop Street	R 45 000	Council	Not Completed due to cash flow
Upgrading of Parks in Masselpoort Street	R 50 000	Council	Not Completed due to cash flow
Upgrading of Parks in Smarag Street	R 50 000	Council	Not Completed due to cash flow
Upgrading of Parks in Cresswell Street	R 45 000	Council	Not Completed due to cash flow
Provision of Playground Equipment	R 50 000	Council	Completed with addition of R70 000 due to grass cutting challenges
Construction of Store room	R 40 000	Council	Completed
Leden Machine	R 25 000	Council	Not Completed due to cash flow
Concrete bins	R 30 000	Council	Not Completed due to cash flow
<b>CEMETERIES</b>			
Upgrading of Westonaria cemeteries	R 250 000	Council	Not Completed due to cash flow
Upgrading of Westonaria cemeteries (internal roads)	R 250 000	Council	Not Completed due to cash flow
Electronic burial register	R 50 000	Council	Not Completed due to cash flow
Conversion of grave numbers	R 20 000	Council	Not Completed due to cash flow
Closure plan Bekkersdal cemetery (old section)	R 50 000	Council	Not Completed due to cash flow

#### OPERATIONAL BUDGET EXPENDITURE REPORT

VOTE NR	OPERATIONAL BUDGET EXPENDITURE	SOURCE OF FUNDS	AMOUNT	AMOUNT AND % SPENT	PURPOSE OF EXPENDITURE
<b>1010</b>	<b>PARKS</b>				
1	Salaries	WESTONARIA LOCAL MUNICIPALITY	R1 843 618	R1 431 166	Payment of Salaries and other Benefits to employees
				78 %	
1	Overtime	WESTONARIA LOCAL MUNICIPALITY	R 46 111	R 316 447	Payment of Salaries and other Benefits to employees
				686 %	
	Acc group	WESTONARIA LOCAL MUNICIPALITY	R 2 852 284	2 570 017	Payment of Salaries and other Benefits to employees
				90 %	
10	General Expenses	WESTONARIA LOCAL MUNICIPALITY	R 230 516	R 226 600	Purchase of equipments, stationary, Plastic bags, etc.
	Acc group			98 %	
30	Repairs & Maintenance	WESTONARIA LOCAL	R 268 741	R 259 085	Repairs to buildings, Vehicles,

Acc group	MUNICIPALITY	96 %
<b>2003 CEMETERIES</b>		
1	SALARIES	WESTONARIA LOCAL MUNICIPALITY
		R 320 563
		R 279 805
		87 %
	OVERTIME	WESTONARIA LOCAL MUNICIPALITY
		R 19 917
		R 44 576
		224 %
	ACC GROUP	WESTONARIA LOCAL MUNICIPALITY
		R 468 248
		R 468 678
		100%
10	GENERAL EXPENSES	WESTONARIA LOCAL MUNICIPALITY
		R 42 911
		R 22 073
		51 %
	ACC GROUP	
30	Repairs & Maintenance	WESTONARIA LOCAL MUNICIPALITY
	ACC GROUP	
		49 %

#### BURIAL REGISTER

CEMETERY	TYPE	QUANTITY
WESTONARIA	Adult	42
	Monument	20
	Berms	22
	Paupers	0
	Indigents	0
	Tombstones	30
	Bookings	4
	Re-Openings	15
	Crematoria/Columbarium	0
	Children	7
BEKKERSDAL	Adult	469
	Males	298
	Indigent	7
	Tombstones	150
	Children	241

#### BACKLOGS & CHALLENGES IN SERVICE DELIVERY

The level and standard of service rendered by the Parks & Cemetery sub-Department is perceived to be fair and the following gaps and needs have been identified in the existing system and are commonly caused by:

##### a) Institutional and Organizational Arrangement

The Municipality does not have adequate staff to manage the parks and cemetery services in the area of jurisdiction. In reality, there is shortage of personnel in these sub-sections including seasonal workers in that most employees do not report for work due to illness and some have retired and died. These employees are not replaced and it causes a strain in service delivery. The personnel also require training to further improve their skills.

**b) Regulatory**

The regulations on national level are adequate and kept up to date with current demands and challenges. On Municipal level, the current By-laws are in place but require enforcement and updating to ensure that the regulations are used to protect the public health and the environment.

**c) Socio-economic**

A large majority of the residents are living in poverty and does not have means to pay for services. Due to high level of unemployment and lack of finance, it is difficult to keep up with the needs of the community. Level of payment for services has deteriorated and the municipality must review the status of indigents within the jurisdiction. Theft of playground equipment and cemetery ornaments has been on the rise in the past few years.

**d) Technical and Operational**

The equipment used for parks & cemetery service is very old and due to lack of finance, it is difficult to purchase new modern equipment. Change in population, patterns and improvement in standard of living impacts on service delivery as we rely mostly on modern technology to deliver our services.

**e) Social**

Inputs from the communities and their representation regarding the development and improvement of the service has been invited and taken into consideration on several occasions. However, there is limited education and awareness programmes due to financial constraints and the importance of interdepartmental collaboration has also been highlighted.

**f) Financial and Local Economic Development (LED)**

The parks & cemetery budget is far too low to render the services in greater Westonaria. This is as a result of new housing developments and increased deaths. This creates a burden on existing staff and resources. Closure of businesses and retrenchments at the surrounding mines has created overcrowding and further increased the rate of unemployment.

A strong LED policy will have to be drafted to ensure that unemployment which has an adverse impact on the environment is contained. Recycling initiatives, support for Small Medium Micro Enterprises (SMME's) and establishment of Municipal Service Partnerships (MSP's) and Public Private Partnership (PPP's) as part of job creation should be stressed.

**COMMENTS ON THE PROGRESS IN ELIMINATING BACKLOGS IN SERVICE DELIVERY**

The following are projects to be implemented in 2008/2009 Financial Year to address service delivery challenges as follows:

ITEM DESCRIPTION	BUDGETED AMOUNT	SOURCE
<b>PARKS</b>		
Construction of storeroom Phase 2	R 40 000	Council
Fountain	R 30 000	Council
Horticultural Equipments	R 120 000	Council
Leden Machine	R 45 000	Council
Greening for 2010	R 100 000	Council
Resurfacing of the Yard	R 250 000	Council

<b>CEMETERIES</b>		
Upgrading of Westonaria Cemeteries (internal roads)	R 250 000	Council
Upgrading of Westonaria Cemeteries (internal roads)	R1 000 000	Council
Upgrading Bekkersdal Cemeteries (internal roads)	R 400 000	Council
Upgrading Bekkersdal Cemeteries (fencing)	R 2 000 000	MIG
Upgrading Bekkersdal Cemeteries (Internal Roads)	R 400 000	Council
Upgrading Bekkersdal Cemeteries (conversion of grave numbers)	R 20 000	Council
Development of New Cemetery-Simunye Phase 2 (internal roads)	R 5 700 000	MIG
<b>TOTAL</b>	<b>R 400 000</b>	<b>Council</b>

Council has formed partnerships with the PPP's to deliver and improve on the delivery of Parks & Cemetery management services.

### LEVEL AND STANDARD OF SERVICES

To address the gaps and needs mentioned above, the following alternative service delivery options for parks and cemeteries should be considered as “we cannot afford to do business as usual”. In order to continue making a meaningful contribution to society we must find alternative ways of providing services that will:

- Reduce our areas of maintenance, yet allowing us to expand our services;
- Allow us to become more cost effective and competitive;
- Increase our revenue sources;
- Capitalize our resources that have lain dormant.

One solution to our problems is to foster Public Private Partnerships (PPP). In practice most partnerships have been in the form of outsourcing (contracting out), privatization (assets) and commercialization (public entities). The practical alternatives may include for example community partnerships, food gardens & alternative land use, integrated land use in open spaces, provision of parks in private estates. Council should determined By-laws forcing developers to provide public open space – 15% must be set aside and development plans must be submitted for approval, i.e. Euro-centric versus Afro-centric Park design, cemetery design revisited, mausoleums, horticultural adaptations, recycling (organic waste > compost and mulch, the processing of timber felled during trees on sidewalks maintenance programs).

Environmental Resource Economics indicates that only 1% of open space in Gauteng is conserved but developers are continuously pressurizing municipalities to purchase this land; municipalities need to devise stronger motivations to oppose requests from developers to retain these open spaces. Open spaces need to be linked to a financial value.

### SOCIAL BURIALS

An audit was done by the Sub-Department of Parks & Cemeteries on the burial fees of Westonaria Local Municipality compared to those of surrounding local authorities. It was found that Westonaria Local Municipality's burial fees are lower than those of other local authorities, encouraging non-residents to apply for burials by deceiving the municipality with submissions. The risks involved in the status quo are as follows:

- A loss of income for the Municipality where non-residents are buried at lower burial rates due to fraudulent submissions.
- Undertakers, who are aware of the administrative loopholes, may abuse the system for their own benefit.

- Westonaria Local Municipality may run out of burial space at a faster rate than what was initially provided for burial of deceased Westonaria Local Municipality residents.
- Problems of surrounding local authorities (poor cemetery infrastructure, high burial fees, poor maintenance, shortage of space etc.) are transferred to Westonaria Local Municipality with their deceased being buried locally.
- Mortality statistics for Westonaria Local Municipality based on burials becomes non-representative.

Due to increased number of deaths with HIV/AIDS as the major contributor, Council is running out of burial space especially in Bekkersdal cemetery where approximately 100 human bodies are buried monthly. This forces Council to introduce alternative burial methods in order to preserve burial space and policies that will address the management of cemeteries. A model to deal with indigent burials should also be proposed. The following issues need to be addressed:

- Council should establish an Indigence Register which must be administered by the Department: Health & Social Development;
- The establishment of a Cemetery and Crematorium Forum for the District to share experiences and ideas
- By-Laws to address burials / cremations of indigents must be formulated.
- Council must provide finance to administer indigent burials for the Department: Health & Social Development;
- Contracts should be concluded to provide low cost burials services for indigents;
- Institutions such as hospitals, prisons, etc must accept responsibility for the burial of the dead when the death occurred in such institutions;
- Individual graves will be provided for burials provided that same family indigent members be buried in the same grave;
- Indemnity forms shall be compiled to protect the individuals and the municipality.
- Burials shall be provided at any cemetery within the municipality and within any section of a cemetery (there shall be no defined indigent section).
- Cremations shall be done upon request.
- The Department: Health & Social Development shall generate an order for the burial / cremation of the deceased in line with the approved policy and tariffs.
- The erection of tombstones and memorials shall be permitted in line with the relevant By-Laws at the cost of the family.
- The burial fees should be market related

#### **RELATING BACKLOGS TO MUNICIPAL SPENDING ON SERVICE DELIVERY INFRASTRUCTURE**

<b>Parks</b>		<b>30 June 2007-8</b>	
<b>Backlogs</b>	<b>Required</b>	<b>Budgeted</b>	<b>Actual</b>
Backlogs to be eliminated (No. of Households not receiving Minimum Standards of Service)	1022	53090	35300
Spending on new infrastructure to eliminate backlogs (Rand 000)	8	635000	635000
Spending on maintenance to ensure no new backlogs created	1022	56000	35300
<b>Cemetery</b>		<b>30 June 2008</b>	
<b>Backlogs</b>	<b>Required</b>	<b>Budgeted</b>	<b>Actual</b>
Spending on new infrastructure to eliminate backlogs (Rand 000)	16 000 000	8 100 000	8 100 000

## HUMAN RESOURCE AND OTHER ORGANISATIONAL MANAGEMENT

Number of staff per function	Skill / level of education	No. & Name of Pension and medical aid funds	
		Pension Fund	Medical Aid
Senior & Middle Management 2	Professional	3 (Municipal Gratuity Fund & Municipal Employees Pension Fund, SALA Pension Fund)	3 (Bonitas, SAMWU Med & Munimed)
Supervisors 3	Artisans	3 (Municipal Gratuity Fund & Municipal Employees Pension Fund, SALA Pension Fund)	3 (Bonitas, SAMWU Med & Munimed)
General Workers 32	Unskilled	3 (Municipal Gratuity Fund & Municipal Employees Pension Fund, SALA Pension Fund)	3 (Bonitas, SAMWU Med & Munimed)
Drivers 7	Artisans	3 (Municipal Gratuity Fund & Municipal Employees Pension Fund, SALA Pension Fund)	3 (Bonitas, SAMWU Med & Munimed)

### CHALLENGES

-  Insufficient Budget
-  Attendance to customer complaints
-  Shortage of Personnel
-  Vandalism and theft (Public toilets, Palisade Fencing, Inadequate security Personnel),



# **PUBLIC SAFETY SECTION**

## **ACHIEVEMENTS**

- Three Traffic officers were appointed and sworn in as peace officers on 20 August 2008 and were inducted successfully to form part of the Public Safety Law Enforcement Team.
- Four Traffic officers attended the HAZCHEM (dangerous chemicals) training workshops on 25 September 2008 and 13 October 2008.
- Four joint law enforcement operations were conducted where the Gauteng Department of Community Safety and local SAPS were also involved on the 17 July 2008, 15 August 2008, 16 September 2008 and 12 December 2008.
- Extensive law enforcement was done in the area of illegal hawking on the 21 July 2008, 22 August 2009 and 22 September 2008.
- The Sub-Department was represented at a Scholar Patrol award function where Scholar Patrol certificates were issued to the participating primary schools in the West Rand. All the primary schools in Westonaria participate fully in the Scholar Patrol programme of the Province.
- Traffic signals were installed during November 2008 at the intersection of Khomo-ea-Hlaba Street and R28 Highway.
- Several meetings took place to finalise the Service Level Agreement between Westonaria Local Municipality and Gauteng Provincial Department on the performance of the licensing function by Westonaria Local Municipality. The last of these meetings took place on 14 April 2009 where the matter was finally laid to rest.
- The project to upgrade the Driving License Testing Centre (DLTC) and Vehicle Testing Station (VTS) by Gauteng Provincial Department started on 1 October 2008 where representatives from the Province and the Municipality met in the office of the Municipal manager.
- A workshop took place on 8 October 2008 to get inputs in order to finalise the drafting of the Disaster Management Plan which was finally approved by Council.
- The Manager: Public Safety was finally appointed in January 2009
- A tender was advertised on 22 May 2009 for the Provision of a Speed Prosecution Camera System as part of implementing an Integrated Traffic Management Strategy.
- Three interns were received by the sub-Department Public Safety from the National Youth Service through the WRDM and were placed as follows:
  - Ms. PN Lebenya - DLTC/VTS
  - Mr. SK Diale – Motor Vehicle Registration Authority (MVRA)
  - Mr. KM Letselela - Traffic Admin
- The presence of these interns has been a tremendous help to the Sub-Department in terms of trying to maintain acceptable levels of service delivery or improve where possible. There is still a severe acute shortage of staff in general.
- The Sub-Department did also inherit the responsibility of managing the Municipality's security function from 01 April 2009 which all along was the responsibility of the Department: Corporate Services.

This responsibility presented a number of challenges amongst which the following can be highlighted:

  - The deployment of security guards to different posts was not done in a way that was beneficial to Council.
  - There was no monitoring done at all to determine whether these security guards were even guarding the posts as required and agreed to between Council and the service provider.
  - The accuracy, legitimacy and validity of the tax invoice as presented by the service provider every month were not verified at all.

All these concerns were given immediate attention once the function was officially transferred to Community Services (Public Safety).

## SCORECARD ACHIEVEMENTS

- MVRA – Batho Pele Principles
- A complaints, compliments and comments register was introduced
- Mr Ndamane was sent for course on Batho Pele
- Mr Ndamane conducted training on Batho Pele for staff in both Traffic Admin and Vehicle Registration Sections
  
- LAW ENFORCEMENT – By-laws  
A set of few Public Safety related by-laws were reviewed and sent to the Legal Section for their comments and possible amendments
  
- LAW ENFORCEMENT – Skills Plan  
Law Enforcement Officers were sent for the following two types of training which are work related:
  - Handling of Firearms in terms of the Firearms Control Act
  - Training on the operation of the Speed Measuring Equipment
  
- SUPPLY CHAIN MANAGEMENT – Procurement Policy  
Successful efforts were made to ensure that the Procurement Policy of Council is being implemented particularly in terms procuring items such as uniform / protective clothing for Law Enforcement

## FUNCTIONAL AREAS SERVICE DELIVERY REPORTING

REPORTING LEVEL	DETAILS
Description of Activity	<ul style="list-style-type: none"> <li>● Provision of Traffic Law-Enforcement and Crime Prevention services within the Westonaria Local Municipality's area of jurisdiction</li> <li>● Provision of a Vehicle Registration and Licensing service</li> <li>● Provision of a Learners and Driving Licence Test service</li> <li>● Provision of a Vehicle Roadworthiness Testing service</li> <li>●</li> </ul>
Strategic Objectives	<ul style="list-style-type: none"> <li>● To minimise motor vehicle accidents within the boundaries of Westonaria Local Municipality by doing regular road marking and maintenance of road traffic signs</li> <li>● To promote Road Safety by conducting regular Road Safety Promotion activities as well as law enforcement operations</li> <li>● Collaborate with other Municipality Departments to provide an effective security service</li> <li>● To coordinate all Disaster Management activities of the Municipality</li> </ul>

## ANALYSIS OF THE FUNCTION

NATURE & EXTEND OF FACILITIES PROVIDED	NUMBER OF FACILITIES	APPROVED BUDGET	TOTAL SPENT
Municipal offices	3	R 10 004	R 4 003
Number of Staff in Public Safety and budget Used	37	R 6 047 058	R 6 053 315
Total operating cost of the Sub-Department Public Safety		R 6 057 562	R 6 057 318

## KEY PERFORMANCE AREAS

OBJECTIVE	ACTUAL PERFORMANCE	CHALLENGES	APPROVED BUDGET
Develop an Integrated Crime Prevention Strategy	A Community Safety Plan was developed and adopted for Westonaria as an initiative by Province	To amend the adopted CSP to ensure that it fully addresses the safety concerns of the area	R 320 000
Feasibility study on the best options for Traffic Management	Tender advertised on 22 May 2009 with the appointment of the service provider to be done in the 2009/10 financial year	To secure an office space to be used by the appointed service provider	None (Initiative to be achieved at no cost to Council)
Purchase of Firearms Traffic Officers and members of the VIP Protection	Project was put on hold because of the cash flow situation	To implement in the 2009/2010 Financial Year	R 60 000
Purchase of Computer for Data Capturing	Project was put on hold because of the cash flow situation	To implement in the 2009/2010 Financial Year	R 40 000

## CHALLENGES

### Revenue collection from traffic fines

This still remains a huge challenge for the Sub-Department. In the case of Traffic Law Enforcement a Total of 8978 Traffic fine were issued with a potential revenue of R2 753 660.00 but only R544 415 was received. It is hoped that with the initiative of appointing a Service Provider for the Speed Camera Prosecution System and Back office Operations this situation will be improved.

### Vehicle Registration revenue collection

This area also poses a serious challenge for the Municipality in that as matters now stand, Westonaria Local Municipality appears to be subsidising Gauteng Province for performance of the Licensing function. In other words the Municipality appears to be spending more to perform this function than what it gets back from Province as agency fee. Many initiatives are being considered to help enhance the revenue that is generated through the performance of this function.

### DLTC/VTs

The Municipality has the potential to generate even more revenue through this facility if only the number of testing officers (Examiners) could be increase. Currently the facility can only perform a limited number of both learners and driving tests because of the small size of the team.

### Traffic Law Enforcement

The big challenge facing the Municipality in this regard is the size of team of Traffic Law Enforcement Officers with the FIFA 2010 World Cup fast approaching and the demands going to increase for effective Traffic Law Enforcement.

## KEY STRATEGIC CHALLENGES AND OPPORTUNITIES

- Strategic management of human resources in an effective and efficient manner is a number one key challenge. It is proposed that a strategic HR Strategy be developed to guide the Municipality in the area of People Management/Human Capital Development.
- Effective communication is currently a matter of increasing concern. Relevant systems and procedures that are currently in place need to be reviewed and enhanced for effectiveness.
- Roles/responsibilities clarification across the Municipality regarding focal/special programmes is required for better positioning and streamlining of activities.
- Competencies/skills not sufficient at management levels for effectively managing the ever changing environments, and the diverse nature associated thereof. An organizational approach towards the improvement of this area is highly advocated for.
- The roll out of the approved budget within the targets set throughout the year (monthly, quarterly and mid-term report and feedback).
- The old and aging fleet existing across the Department accompanied by poor and/or absence of a maintenance plan for all fleet. Key to this is that an urgent attention towards the finalization and implementation of the best option for fleet management be given.
- Poverty and unemployment levels across the Municipality's jurisdictional area remain challenges. There needs to exist a system of co-ordination to measure, monitor, evaluate and report on the sustainability and impact of WESTONARIA LOCAL MUNICIPALITY's collective programmes.
- Shortage of staff, especially in Waste Management, Parks and Cemeteries has a negative impact on service delivery. Municipal Services Partnership approach is proposed for consideration, given the Municipality's financial challenges.

## CONCLUSION

The Department – Community Services once more realised the need to strengthen efforts towards relevant and meaningful customer care focus.

Unless capacity programmes targeted employees in this regard tense to be mere activities and are not for impact, then the battle for improved service delivery will not be won.

The Municipality is now challenged to take a step back and explore other effective alternative service delivery mechanisms.

# **SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP): JULY 2008 – JUNE 2009**

## **CHAPTER 6**

### **BACKGROUND**


The Municipal Finance Management Act (MFMA), Act No 56 of 2003, Section 54 1(b) requires that the mayor must check whether the municipality's approved budget is implemented in accordance with the service delivery and budget implementation plan (SDBIP).

Progress reports from the various Departments are submitted reflecting on the Service Delivery Budget Implementation Plan (SDBIP) for the 2008/09 financial year.

SDBIP reports are submitted to Council quarterly to report on progress regarding budgeted projects.

The 4<sup>th</sup> quarterly SDBIP reports attached reflect the status for the 2008/09 financial year:

#### **PROJECT MANAGEMENT UNIT (PMU) – Annexure A**

-  It is to be noted that the Project Management Unit (PMU) is financed by Province and is linked to a different financial year cycle. The Project Management Unit completed all the projects it set out to do.

#### **FINANCIAL SERVICES - Annexure B**

#### **STRATEGIC SUPPORT SERVICES – Annexure C**

#### **INFRASTRUCTURE, DEVELOPMENT AND PLANNING – Annexure D**

#### **OFFICE OF THE MUNICIPAL MANAGER – Annexure E**

#### **CORPORATE SERVICES– Annexure F**

#### **COMMUNITY SERVICES – Annexure G**

It is to be noted that the Bekkersdal Renewal Project (BRP) is not reflected in this report.

The implementation of the Service Delivery and Budget Implementation Plans (SDBIPs) for the 2008/09 financial year was delayed due to the financial position of Council.

Despite the financial constraints equipment was purchased and projects were undertaken to improve service delivery to the community and establish the offices at 33 Neptune Street, Westonaria.

# SUMMARY OF THE SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLANS (SDBIPs) – 2008/09 FINANCIAL YEAR

## OPERATIONAL BUDGET

SECTION: PMU (MIG)

SECTION: PMU

MANAGER: S. BELL

April to June 2009 will be PMU January to March 2009

## ANNEXURE A

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT (MILLIONS)	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
	PMU (Establishment and Operation)	Service Delivery	2008/09	R1,235,818.00	31 March 2009	PMU Operation & Maintenance	All areas	MIG
Starting date  1 APRIL 2008       CHIEF FINANCE OFFICER		<b>PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW</b>				<b>% COMPLETED</b>		
						<b>Apr</b>	<b>May</b>	<b>June</b>
		<b>1<sup>st</sup> Quarter :</b> PMU (Establishment, Operation & Maintenance)				8% Projected 17.7% Actual	16% Projected 22.3% Actual	24% Projected 32.5% Actual
						<b>July</b>	<b>August</b>	<b>September</b>
		<b>2nd Quarter:</b> PMU (Establishment, Operation & Maintenance)				32% Projected 54.7% Actual	40% Projected 63.3% Actual	48% Projected 65.7% Actual
						<b>October</b>	<b>November</b>	<b>December</b>
		<b>3<sup>rd</sup> Quarter:</b> PMU (Establishment, Operation & Maintenance)				56% Projected 66.3% Actual	64% Projected 74.9% Actual	72% Projected 83% Actual
						<b>January</b>	<b>February</b>	<b>March</b>
		<b>4<sup>th</sup> Quarter:</b> PMU (Establishment, Operation & Maintenance)				80% Projected 90.9% Actual	88% Projected 95% Actual	100% Projected 100% Actual

# OPERATIONAL BUDGET: PROGRAMMES & MAINTENANCE

DEPARTMENT: FINANCIAL SERVICES

PROGRESS REPORT – 4<sup>TH</sup> QUARTER – APR – JUNE 09

SECTION: FINANCIAL PLANNING

MANAGER: Ms. R. KILIAN

## ANNEXURE B

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT (MILLIONS)	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
	Compile GAMAP compliant Assets Register	Service Delivery/ Legal Compliance	2008	R1.5	31 May 2009	Compile Assets register, Revaluation of all assets/infrastructure, impairment ect.	All	WLM
FINANCIAL SERVICES: INDICATION OF CASH FLOW  Starting Date: July 08 .....       CHIEF FINANCE OFFICER		<b>PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW</b>				<b>% COMPLETED</b>		
						<b>July</b>	<b>Aug</b>	<b>Sept</b>
		1 <sup>st</sup> Quarter : Implement Implementation plan. Quarterly reports to Finance Committee, Council, Provincial and National Treasury on progress.				5%	10%	15%
						<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
		2nd Quarter: Roll out of Implementation plan as in 1 <sup>st</sup> Quarter.				20%	25%	35%
						<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
		3 <sup>rd</sup> Quarter: Appointment of staff				50%	60%%	75%
						<b>Apr</b>	<b>May</b>	<b>June</b>
		4 <sup>th</sup> Quarter: Training & Orientation Placement				80%	80%	80%

## SECTION: FINANCIAL PLANNING

**MANAGER: Ms. R. KILIAN**

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT (MILLIONS)	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
	General and Internal financial controls in place	Service Delivery/ Accountability	2008	R.3	31 December 2008	Review current general and internal controls	All	WLM
FINANCIAL SERVICES: INDICATION OF CASH FLOW  Starting Date: July 08 .....  <hr/> CHIEF FINANCE OFFICER	<b>PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW</b>					<b>% COMPLETED</b>		
						<b>July</b>	<b>Aug</b>	<b>Sept</b>
	1 <sup>st</sup> Quarter : Review all general and Internal controls related to Asset Management, Budget procedures and Financial planning, Cash Management and Risk Management.					20%	50%	65%
						<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
	2nd Quarter: Roll out of Implementation plan as in 1 <sup>st</sup> Quarter.					75%	80%	80%
						<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
	3 <sup>rd</sup> Quarter Project completed. Amended if required in terms of GAMAP/ GRAP 17.					85%	85%	85%
						<b>Apr</b>	<b>May</b>	<b>June</b>
	4 <sup>th</sup> Quarter: Project completed. Amended if required in terms of GAMAP/ GRAP 17.					85%	85%	85%



**SECTION: FINANCIAL PLANNING**
**MANAGER: Ms. R. KILIAN**

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT (MILLIONS)	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
	Loss control Strategy implemented.	Service Delivery/ Accountability	2008	R.2	30 June 2009	Review and monitor implementation of Loss control strategy	All	WLM
FINANCIAL SERVICES: INDICATION OF CASH FLOW  Starting Date: July 08 .....  CHIEF FINANCE OFFICER	<b>PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW</b>					<b>% COMPLETED</b>		
						<b>July</b>	<b>Aug</b>	<b>Sept</b>
	1 <sup>st</sup> Quarter : Review and monitor the Implementation of the Loss Control strategy and report Quarterly to Finance portfolio and Council.					0%	0%	10%
						<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
	2nd Quarter: Roll out of Implementation plan as in 1 <sup>st</sup> Quarter.					50%	60%	70%
						<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
	3 <sup>rd</sup> Quarter Roll out of Implementation plan as in 2 <sup>nd</sup> Quarter.					80%	90%%	100%
						<b>Apr</b>	<b>May</b>	<b>June</b>
	4 <sup>th</sup> Quarter: Roll out of Implementation plan as in 3 <sup>rd</sup> Quarter.					100%	100%	100%

**SECTION: FINANCIAL PLANNING**
**MANAGER: Ms. R. KILIAN**

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT (MILLIONS)	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
	Insurance Plan of all Assets.	Service Delivery/ Accountability	2008	R1.0 million	31 August 2008	Review Insurance portfolio of all Assets and effect insurance cover	All	WLM
FINANCIAL SERVICES: INDICATION OF CASH FLOW  Starting Date: July 08 .....  CHIEF FINANCE OFFICER	<b>PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW</b>					<b>% COMPLETED</b>		
						<b>July</b>	<b>Aug</b>	<b>Sept</b>
	1 <sup>st</sup> Quarter : Review Short-term Insurance portfolio and finalize insurance cover of all Assets and liabilities within accepted industry norms and Budget provisions.					50%	80%	100%
						<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
	2nd Quarter: Roll out of Implementation plan as in 1 <sup>st</sup> Quarter.					100%	100%	100%
						<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
	3 <sup>rd</sup> Quarter Roll out of Implementation plan as in 2 <sup>nd</sup> Quarter.					100%	100%	100%
						<b>Apr</b>	<b>May</b>	<b>June</b>
	4 <sup>th</sup> Quarter: Roll out of Implementation plan as in 3 <sup>rd</sup> Quarter.					100%	100%	100%

**SECTION: FINANCIAL PLANNING**
**MANAGER: Ms. R. KILIAN**

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT (MILLIONS)	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
	Operation "Clean Audit"	Service Delivery/ Accountability	2008	R1.0 million	30 June 2009	Submission of Annual Financial Statements in time (31 August 2008) compliance with relevant Acts. Sound systems and controls. GAMAP/ GRAP Asset Register completed according to Implementation Plan, including verification of all assets. Address issues raised by Auditor General.	All	WLM
FINANCIAL SERVICES: INDICATION OF CASH FLOW  Starting Date: July 08 .....  CHIEF FINANCE OFFICER		<b>PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW</b>				<b>% COMPLETED</b>		
						<b>July</b>	<b>Aug</b>	<b>Sept</b>
		1 <sup>st</sup> Quarter : Implement GRAP/GAMAP 17 standards in accordance with implementation plan.-2008/09. Address issues raised by Auditor General (2008 AFS) before end Feb. 2009. Verify all Assets before end May 2009 (2008/09 AFS) Address all other issues raised by the Auditor General, related to Financial planning before Feb. 2009. Ensure clean Audit report by June 2009				10%	20%	30%
						<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
		2nd Quarter: Roll out of Action plan as in 1 <sup>st</sup> Quarter.				40%	40%	40%
						<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
		3 <sup>rd</sup> Quarter Roll out of Action plan as in 2 <sup>nd</sup> Quarter.				50%	60%	70%
						<b>Apr</b>	<b>May</b>	<b>June</b>
		4 <sup>th</sup> Quarter: Roll out of Action plan as in 3 <sup>rd</sup> Quarter.				80%	90%	100%

**CAPITAL PROJECTS** April to June 2009  
**DEPARTMENT STRATEGIC SERVICES**

**SECTION: EXPENDITURE & PROCUREMENT (SCM) & STORES**  
**MANAGER: MR J S COETZEE**

**ANNEXURE C**

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT (MILLIONS)	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
0809/022	Extension of Yard - Stores	Service delivery	2008	R0.05m	November	Construction of Project	All	WALM
Financial services indication of cash flow  Stating Date Nov 08  Chief Finance Officer		PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW				% COMPLETED		
		1 <sup>st</sup> Quarter				July 0%	Aug 0%	Sept 0%
		2 <sup>nd</sup> Quarter Due to financial constrains expenditure on hold				Oct 0%	Nov 0%	Dec 0%
		3 <sup>rd</sup> Quarter Due to financial constrains expenditure on hold				Jan 0%	Feb 0%	Mar 0%
		4 <sup>th</sup> Quarter Due to financial constrains expenditure on hold				Apr 0%	May 0%	June 0%

**SECTION: EXPENDITURE & PROCUREMENT (SCM) & STORES**
**HOD: MR J.S. COETZEE**

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT (MILLIONS)	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE	
0809/063	Furniture	Service delivery	2008	R0.05m	November	Procure	All	WALM	
Financial services indication of cash flow	PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW						% COMPLETED		
							July	Aug	Sept
	1 <sup>st</sup> Quarter Due to financial constrains expenditure on hold						0%	0%	0%
							Oct	Nov	Dec
	2 <sup>nd</sup> Quarter Due to financial constrains expenditure on hold						0%	0%	0%
							Jan	Feb	Mar
	3 <sup>rd</sup> Quarter Office furniture purchased for new appointment						Projected;40%	0%	0%
							Actual: 40%		
							April	May	June
	4 <sup>th</sup> Quarter  Due to financial constrains expenditure on hold						Projected;20%	Projected;20%	Projected;20%
						Actual 0%	Actual 0%	Actual 0%	
Stating Date Nov 08									
Chief Finance Officer									

**SECTION: EXPENDITURE & PROCUREMENT (SCM) & STORES**
**HOD: MR J S COETZEE**

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT (MILLIONS)	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
0809/024	Delivery Vehicle	Service delivery	2008	R0.1m	November	Procure	All	WALM
Financial services indication of cash flow    Stating Date Nov 08    Chief Finance Officer	PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW					% COMPLETED		
						July	Aug	Sept
	1 <sup>st</sup> Quarter Due to financial constrains expenditure on hold?					0%	0%	0%
						Oct	Nov	Dec
	2 <sup>nd</sup> Quarter Due to financial constrains expenditure on hold?					0%	0%	0%
						Jan	Feb	Mar
	3 <sup>rd</sup> Quarter Due to financial constrains expenditure on hold?					0%	0%	0%
						Apr	May	June
	4 <sup>th</sup> Quarter Due to financial constrains expenditure on hold?					0%	0%	0%

**SECTION: EXPENDITURE & PROCUREMENT (SCM) & STORES**
**HOD: MR J S COETZEE**

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT (MILLIONS)	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
0809/023	Office	Service delivery	2008	R0.15m	October	Construction	All	WALM
Financial services indication of cash flow    Stating Date Nov 08    Chief Finance Officer	PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW					% COMPLETED		
						July	Aug	Sept
	1 <sup>st</sup> Quarter Due to financial constrains expenditure on hold.					0%	0%	0%
						Oct	Nov	Dec
	2 <sup>nd</sup> Quarter Due to financial constrains expenditure on hold.					0%	0%	0%
						Jan	Feb	Mar
	3 <sup>rd</sup> Quarter Due to financial constrains expenditure on hold.					0%	0%	0%
						Apr	May	June
	4 <sup>th</sup> Quarter Due to financial constrains expenditure on hold?					0%	0%	0%

**SECTION: EXPENDITURE & PROCUREMENT (SCM) & STORES**
**HOD: J S COETZEE**

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT (MILLIONS)	PROJECT COMPLETION	SCOPE OF WO RK		WARD	SOURCE
0809/063	Computer	Service delivery	2008	R0.07m	November	Procure		All	WALM
Financial services indication of cash flow          Stating Date Nov 08          Chief Finance Officer	PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW					% COMPLETED			
						July		Aug	Sept
	1 <sup>st</sup> Quarter Due to financial constrains expenditure on hold.					0%		0%	0%
						Oct		Nov	Dec
	2 <sup>nd</sup> Quarter Due to financial constrains expenditure on hold.					0%		0%	0%
						Jan		Feb	Mar
	3 <sup>rd</sup> Quarter Printer purchased for stores					Projected:10%		0%	0%
						Actual: 10%			
						Apr		May	June
	4 <sup>th</sup> Quarter Due to financial constrains expenditure on hold.					Projected:10%		Projected:40%	Projected:40%
					Actual: 0%		Actual: 0%	Actual: 0%	



## OPERATIONAL BUDGET: PROGRAMMES & MAINTENANCE

### DEPARTMENT STRATEGIC SERVICES

APRIL - JUNE 2009

SECTION: IDP

MANAGER: VACANT

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT (MILLIONS)	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
	An Approved 2 <sup>nd</sup> Review of the IDP	Good Governance	2008	R0,2	May 2009	Develop 2 <sup>nd</sup> Review IDP to be approved by Council.	All	
<b>Financial Services: Indication of Cash Flow</b>  Starting Date: Sept 08 .....          CHIEF FINANCE OFFICER		<b>PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW</b>				<b>% COMPLETED</b>		
		1 <sup>st</sup> Quarter				<b>July</b>	<b>Aug</b>	<b>Sept</b>
		Draft Process Plan for IDP & Budget – Jul 08 Avail Process Plan to public for comment Jul 08 Submit Process Plan to Council for approval – August 08 Start implementation of Process Plan				50%	100%	Done
		2 <sup>nd</sup> Quarter:				<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
		Community Participation – October 2008 Organize workshop to discuss inputs from community, define resources & create strategic alternatives – November 2008 Analyze and comment on the IDP				50% Projected	100% Projected	Public Participation Process to start in Feb 09
		3 <sup>rd</sup> Quarter:				<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
		Review projects and receive comments Preliminary budget allocations – Jan 09 Preparing Draft 2 <sup>nd</sup> Review of IDP and submit to Council for approval Advertise Draft IDP is available for comments				50%		Draft was approved & public was requested for comments
		4 <sup>th</sup> Quarter:				<b>Apr</b>	<b>May</b>	<b>June</b>
		Submit to MEC within 10 days of Council's approval Consider comments from MEC and make amendments Submit IDP for approval by Council Advertise Council's approval of IDP				60%	100%	

# OPERATIONAL PROJECTS

## DEPARTMENT: INFRASTRUCTURE DEVELOPMENT & PLANNING

### SECTION: WATER & SANITATION

MANAGER: MR J SCHRIJVERSHOF

## ANNEXURE D

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
303920103	Building & Structuring	Maintenance	2008/09	R2200	June 09	To maintain sewer	All	Council
<b>FINANCIAL SERVICES: INDICATION OF CASH FLOW</b>  Starting date: .....;  CHIEF FINANCE OFFICER		PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW				% COMPLETED		
		1 <sup>st</sup> Quarter				July	Aug	Sept
		2 <sup>nd</sup> Quarter Maintain sewer building				Oct	Nov	Dec
		3 <sup>rd</sup> Quarter				Jan	Feb	Mar
		4 <sup>th</sup> Quarter To maintain sewer buildings				Apr	May	June 100%

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
303920301	FURNITURE	Maintenance	2008/09	R3000	June 2009	To maintain furniture & equipment	All	Council
<b>FINANCIAL SERVICES: INDICATION OF CASH FLOW</b>  Starting date: .....;  CHIEF FINANCE OFFICER		PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW				% COMPLETED		
		1 <sup>st</sup> Quarter				July	Aug	Sept
		2 <sup>nd</sup> Quarter				Oct	Nov	Dec
		3 <sup>rd</sup> Quarter				Jan	Feb	Mar
		4 <sup>th</sup> Quarter Maintain furniture & equipment				Apr	May	Delayed finances

**SECTION: WATER & SANITATION**
**MANAGER: MR J SCHRIJVERSHOF**

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
303920353	Pump Station	Maintenance	2008/09	R100 000.00	June 2009	Maintain sewer pump station	All	Council
<b>FINANCIAL SERVICES: INDICATION OF CASH FLOW</b>  Starting date: .....;		PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW				% COMPLETED		
						July	Aug	Sept
		1 <sup>st</sup> Quarter Maintain sewer pump stations						25%
						Oct	Nov	Dec
		2 <sup>nd</sup> Quarter Maintain sewer pump stations						85% spent
						Jan	Feb	Mar
		3 <sup>rd</sup> Quarter Maintain sewer pump stations						
CHIEF FINANCE OFFICER						Apr	May	June 100%
		4 <sup>th</sup> Quarter Maintain sewer pump stations						

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
303920403	Sewer network	Maintenance	2008/09	R184 622	June 2009	Maintain sewer network	All	Council
<b>FINANCIAL SERVICES: INDICATION OF CASH FLOW</b>  Starting date: .....;		PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW				% COMPLETED		
						July	Aug	Sept
		1 <sup>st</sup> Quarter Maintain sewer network						25%
						Oct	Nov	Dec
		2 <sup>nd</sup> Quarter Maintain sewer network						18% spent, but 100% expenditure is expected
						Jan	Feb	Mar
		3 <sup>rd</sup> Quarter Maintain sewer network						75%
CHIEF FINANCE OFFICER						Apr	May	June 100%
		4 <sup>th</sup> Quarter Maintain sewer network						

**SECTION: WATER & SANITATION**
**MANAGER: MR J SCHRJIVERSHOF**

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
303920404	Disposal Works	Maintenance	2008/09	R157 312	June 2009	Maintain disposal works equipment	All	Council
<b>FINANCIAL SERVICES: INDICATION OF CASH FLOW</b>  Starting date: .....;  CHIEF FINANCE OFFICER		PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW				% COMPLETED		
		1 <sup>st</sup> Quarter Maintain disposal works equipment				July	Aug	Sept
								25%
		2 <sup>nd</sup> Quarter Maintain disposal works equipment				Oct	Nov	Dec
								50% spent
						Jan	Feb	Mar
		3 <sup>rd</sup> Quarter Maintain disposal works equipment						75%
		4 <sup>th</sup> Quarter Maintain disposal works equipment				Apr	May	June 100%

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
303920601	Equipment	Maintenance	2008/09	R1379	June 2009	Maintain equipment	All	Council
<b>FINANCIAL SERVICES: INDICATION OF CASH FLOW</b>  Starting date: .....;  CHIEF FINANCE OFFICER		PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW				% COMPLETED		
		1 <sup>st</sup> Quarter				July	Aug	Sept
		2 <sup>nd</sup> Quarter				Oct	Nov	Dec
								Delayed finances
						Jan	Feb	Mar
		3 <sup>rd</sup> Quarter						
		4 <sup>th</sup> Quarter Maintain equipment				Apr	May	Delayed finances

**SECTION: WATER 7 SANITATION**
**MANAGER: MR J SCHRJIVERSHOF**

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT	PROJECT COMPLETION	SCOPE OF WO RK	WARD	SOURCE
303820403	Sewerage network	Maintenance	2008/09	R155 225	June 2009	Maintain sewer network	All	Council
<b>FINANCIAL SERVICES: INDICATION OF CASH FLOW</b>  Starting date: .....;  CHIEF FINANCE OFFICER		PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW				% COMPLETED		
						July	Aug	Sept
		1 <sup>st</sup> Quarter Maintain sewer network						25%
		2 <sup>nd</sup> Quarter				Oct	Nov	Dec
								73% spent
		3 <sup>rd</sup> Quarter				Jan	Feb	Mar
								75%
		4 <sup>th</sup> Quarter				Apr	May	June 100%

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT	PROJECT COMPLETION	SCOPE OF WO RK	WARD	SOURCE
303820103	Buildings structures	Maintain buildings	2008/09	R1379	June 2009	Maintain buildings	All	Council
<b>FINANCIAL SERVICES: INDICATION OF CASH FLOW</b>  Starting date: .....;  CHIEF FINANCE OFFICER		PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW				% COMPLETED		
						July	Aug	Sept
		1 <sup>st</sup> Quarter Maintain building (Sewer)						25%
		2 <sup>nd</sup> Quarter				Oct	Nov	Dec
								Delayed finances
		3 <sup>rd</sup> Quarter				Jan	Feb	Mar
		4 <sup>th</sup> Quarter				Apr	May	June Delayed finances

**SECTION: WATER & SANITATION**
**MANAGER: MR J SCHRIJVERSHOF**

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
303820404	Disposal works	Maintenance	2008/09	R11030	June 2009	Maintain disposal works	All	Council
<b>FINANCIAL SERVICES: INDICATION OF CASH FLOW</b>  Starting date: .....;  CHIEF FINANCE OFFICER		PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW				% COMPLETED		
						July	Aug	Sept
		1 <sup>st</sup> Quarter Maintain disposal works						25%
		2 <sup>nd</sup> Quarter				Oct	Nov	Dec
								±50% spent
		3 <sup>rd</sup> Quarter				Jan	Feb	Mar
								75%
		4 <sup>th</sup> Quarter				Apr	May	June 100%

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
303820353	Pump station	Maintenance	2008/09	R100 045	June 2009	Maintain sewer pump station	All	Council
<b>FINANCIAL SERVICES: INDICATION OF CASH FLOW</b>  Starting date: .....;  CHIEF FINANCE OFFICER		PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW				% COMPLETED		
						July	Aug	Sept
		1 <sup>st</sup> Quarter Maintenance sewer pump station						25%
		2 <sup>nd</sup> Quarter Do				Oct	Nov	Dec
								73% spent
		3 <sup>rd</sup> Quarter Do				Jan	Feb	Mar
								75%
		4 <sup>th</sup> Quarter Do				Apr	May	June 100%

**SECTION: WATER & SANITATION**
**MANAGER: MR J SCHRIJVERSHOF**

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
303820301	sewerage furniture	Maintain furniture & equipment	2008/09	R60403	June 2009	To maintain furniture & equipment	All	Council
<b>FINANCIAL SERVICES: INDICATION OF CASH FLOW</b>  Starting date: .....;		PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW				% COMPLETED		
		1 <sup>st</sup> Quarter				July	Aug	Sept
						Oct	Nov	Dec
		2 <sup>nd</sup> Quarter Maintain furniture & equipment				30%	40%	Delayed finances
						Jan	Feb	Mar
		3 <sup>rd</sup> Quarter						
CHIEF FINANCE OFFICER		4 <sup>th</sup> Quarter Maintain furniture & equipment				Apr	May	Delayed finances

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
503620204	Fire hydrant	Maintenance	2008/09	R6877	June 2009	Maintain fire hydrant	All	Council
<b>FINANCIAL SERVICES: INDICATION OF CASH FLOW</b>  Starting date: .....;		PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW				% COMPLETED		
		1 <sup>st</sup> Quarter Maintain in good order				July	Aug	Sept
								25%
						Oct	Nov	Dec
		2 <sup>nd</sup> Quarter						Delayed personnel shortage
						Jan	Feb	Mar
		3 <sup>rd</sup> Quarter Do						
CHIEF FINANCE OFFICER		4 <sup>th</sup> Quarter				Apr	May	June

**SECTION: WATER & SANITATION**
**MANAGER: MR J SCHRIJVERSHOF**

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
503620501		Building and structure s general	Maintenance network	R144 708	June 2009	Maintain water sanitation buildings	All	Council
<b>FINANCIAL SERVICES: INDICATION OF CASH FLOW</b>  Starting date: .....;		PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW				% COMPLETED		
		1 <sup>st</sup> Quarter Maintain w/s buildings & network water				July	Aug	Sept
		2 <sup>nd</sup> Quarter				Oct	Nov	Dec
		3 <sup>rd</sup> Quarter				Jan	Feb	Mar
		4 <sup>th</sup> Quarter				Apr	May	June
CHIEF FINANCE OFFICER								

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
0809/076	Simunye pump station maffen monster	Service delivery	2008/09	R230 000	Dec 2008	Install equipment to protect pumps	7	Council
<b>FINANCIAL SERVICES: INDICATION OF CASH FLOW</b>  Starting date: .....;		PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW				% COMPLETED		
		1 <sup>st</sup> Quarter Obtain tenders & quotation				July	Aug	Sept
		2 <sup>nd</sup> Quarter Purchase				Oct	Nov	Dec
		3 <sup>rd</sup> Quarter				Jan	Feb	Mar
		4 <sup>th</sup> Quarter				Apr	May	June
CHIEF FINANCE OFFICER								



**SECTION: WATER & SANITATION**
**MANAGER: MR J SCHRIJVERSHOF**

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
0809/078	Automatic sewer sampler	Service delivery	2008/09	R40 000	Sept 2008	To do sampling in line with national standards	All	Council
<b>FINANCIAL SERVICES: INDICATION OF CASH FLOW</b>  Starting date: .....;  CHIEF FINANCE OFFICER		PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW				% COMPLETED		
						July	Aug	Sept
		1 <sup>st</sup> Quarter Obtain quotation and purchase						100%
						Oct	Nov	Dec
		2 <sup>nd</sup> Quarter						Quotations awaited
						Jan	Feb	Mar
		3 <sup>rd</sup> Quarter						
		4 <sup>th</sup> Quarter				Apr	May	June

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
0809/079	Screen motor	Service delivery	2008/09	R8000.00	Sept 2009	Purchase spare motor for emergency	All	Council
<b>FINANCIAL SERVICES: INDICATION OF CASH FLOW</b>  Starting date: .....;  CHIEF FINANCE OFFICER		PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW				% COMPLETED		
						July	Aug	Sept
		1 <sup>st</sup> Quarter Purchase new spare motor						100%
						Oct	Nov	Dec
		2 <sup>nd</sup> Quarter						Quotations obtained
						Jan	Feb	Mar
		3 <sup>rd</sup> Quarter						
		4 <sup>th</sup> Quarter				Apr	May	June

**SECTION: WATER & SANITATION**
**MANAGER: MR J SCHRIJVERSHOF**

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
0809/071	Press motor & gearbox	Service delivery	2008/09	R35 000.00	March 2009	Purchase new spare press motor & gearbox	All	Council
<b>FINANCIAL SERVICES: INDICATION OF CASH FLOW</b>  Starting date: .....;  CHIEF FINANCE OFFICER		PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW				% COMPLETED		
						July	Aug	Sept
		1 <sup>st</sup> Quarter						
						Oct	Nov	Dec
		2 <sup>nd</sup> Quarter						Quotations obtained
						Jan	Feb	Mar
		3 <sup>rd</sup> Quarter Obtain quotation and purchase						100%
		4 <sup>th</sup> Quarter				Apr	May	June

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
0809/069	Ablution facilities upgrading	Good governance Service delivery	2008/09	R250 000	June 2009	Design and build ablution facilities at sewer works	All	Council
<b>FINANCIAL SERVICES: INDICATION OF CASH FLOW</b>  Starting date: .....;  CHIEF FINANCE OFFICER		PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW				% COMPLETED		
						July	Aug	Sept
		1 <sup>st</sup> Quarter						
						Oct	Nov	Dec
		2 <sup>nd</sup> Quarter						Plans done
						Jan	Feb	Mar
		3 <sup>rd</sup> Quarter Design and draw building plans						10%
		4 <sup>th</sup> Quarter Building facilities				Apr	May	June 100%

**SECTION: WATER & SANITATION**
**MANAGER: MR J SCHRIJVERSHOF**

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
0809/065	Roof sludge plant	Good governance Service delivery	2008/09	R30 000	June 2009	To erect a roof on the new sludge plant	All	Council
<b>FINANCIAL SERVICES: INDICATION OF CASH FLOW</b>  Starting date: .....;  CHIEF FINANCE OFFICER		PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW				% COMPLETED		
						July	Aug	Sept
						Oct	Nov	Dec
								Plans done
						Jan	Feb	Mar
								10%
		3 <sup>rd</sup> Quarter Design and draw plans						
		4 <sup>th</sup> Quarter Obtain quotation and erect				Apr	May	June 100%

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
0809/052	Lifting of water meters	Good governance	2008/09	R100 000	June 2008/09	To lift water meters & above level	All	Council
<b>FINANCIAL SERVICES: INDICATION OF CASH FLOW</b>  Starting date: .....;  CHIEF FINANCE OFFICER		PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW				% COMPLETED		
						July	Aug	Sept
								25%
						Oct	Nov	Dec
								Yes 50%
						Jan	Feb	Mar
								75%
		3 <sup>rd</sup> Quarter						
		4 <sup>th</sup> Quarter Lift meters above ground				Apr	May	June 100%

**SECTION: WATER & SANITATION**
**MANAGER: MR J SCHRIJVERSHOF**

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
0809/048 06078/049 0607/050 0607/051	Repair AC pipes	Good governance Service delivery	2008/09	R200 000	June 2008/09	Replace AC Pipes with PVC	All	Council
<b>FINANCIAL SERVICES: INDICATION OF CASH FLOW</b>  Starting date: .....;  CHIEF FINANCE OFFICER		PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW				% COMPLETED		
						July	Aug	Sept
		1 <sup>st</sup> Quarter						25%
						Oct	Nov	Dec
		2 <sup>nd</sup> Quarter						Delayed Finances
						Jan	Feb	Mar
		3 <sup>rd</sup> Quarter						
		4 <sup>th</sup> Quarter Replace pipes in house				Apr	May	Delayed Finances

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
0809/073	Tolbat machine	Service delivery	2008/09	R20 000	Dec 2008	Purchase new water connection	All	Council
<b>FINANCIAL SERVICES: INDICATION OF CASH FLOW</b>  Starting date: .....;  CHIEF FINANCE OFFICER		PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW				% COMPLETED		
						July	Aug	Sept
		1 <sup>st</sup> Quarter						
						Oct	Nov	Dec
		2 <sup>nd</sup> Quarter Obtain quotation and purchase						<b>Yes Done</b>
						Jan	Feb	Mar
		3 <sup>rd</sup> Quarter						
		4 <sup>th</sup> Quarter				Apr	May	June

**SECTION: WATER & SANITATION**
**MANAGER: MR J SCHRIJVERSHOF**

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
0809/074	12 volts battery pump	Service delivery	2008/09	R25 000	Dec 2008	To Purchase 2 new 12 volts water pumps	All	Council
<b>FINANCIAL SERVICES: INDICATION OF CASH FLOW</b>  Starting date: .....;		PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW				% COMPLETED		
		1 <sup>st</sup> Quarter				July	Aug	Sept
						Oct	Nov	Dec
		2 <sup>nd</sup> Quarter Obtain quotation and purchase						<b>Yes Done</b>
						Jan	Feb	Mar
		3 <sup>rd</sup> Quarter						
		4 <sup>th</sup> Quarter				Apr	May	June

# CAPITAL PROJECTS

## DEPARTMENT: INFRASTRUCTURE DEVELOPMENT AND PLANNING (ID&P)

SECTION: Roads and storm water

MANAGER: T. Kase

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT (MILLIONS)	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
	Upgrading of storm water inlets in Hillshaven	Service delivery	2008/09	R50 000.00	June 2009, Multi-phased project.	Request quotations, appointment, Implementation	4,5	Council
		PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW				% COMPLETED		
						July	Aug	Sept
		1 <sup>st</sup> Quarter						0%
		Request quotations, appointment and implementation						
						Oct	Nov	Dec
		2 <sup>nd</sup> Quarter						0%
		Implementation and completion						
						Jan	Feb	Mar
		3 <sup>rd</sup> Quarter						0%
						Apr	May	June
		4 <sup>th</sup> Quarter						0%

**SECTION: Roads and storm water**
**MANAGER: T. Kase**

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT (MILLIONS)	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
	Upgrading of walkways in Glenharvie	Service delivery	2008/09	R100 000.00	June 2009	Request quotations, appointment, Implementation	2	Council
PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW						% COMPLETED		
						July	Aug	Sept
1 <sup>st</sup> Quarter								10%
Request quotations, appointment and implementation								
						Oct	Nov	Dec
2 <sup>nd</sup> Quarter								10%
Implementation and completion								
						Jan	Feb	Mar
3 <sup>rd</sup> Quarter								10%
						Apr	May	June
4 <sup>th</sup> Quarter								10%

**SECTION: Roads and storm water**
**MANAGER: T. Kase**

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT (MILLIONS)	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
	Taxi/Bus pick up stops: surfacing	Service delivery	2008/09	R37 000.00	June 2009	Request quotations, Procurement, Implementation	7 & 8	Council
		PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW				% COMPLETED		
						July	Aug	Sept
		1 <sup>st</sup> Quarter						10%
		Request quotations, Procurement, Implementation						
						Oct	Nov	Dec
		2 <sup>nd</sup> Quarter						70%
		Implementation and completion						
						Jan	Feb	Mar
		3 <sup>rd</sup> Quarter						100%
						Apr	May	June
		4 <sup>th</sup> Quarter						100%



**SECTION: Roads and storm water**
**MANAGER: T. Kase**

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT (MILLIONS)	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
	Bomag roller	Service delivery	2008/09	R150 000.00	June 2009	Request quotations, Procurement	All	Council
PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW						% COMPLETED		
						July	Aug	Sept
1 <sup>st</sup> Quarter								0%
Request quotations, Procurement								
						Oct	Nov	Dec
2 <sup>nd</sup> Quarter								0%
						Jan	Feb	Mar
3 <sup>rd</sup> Quarter								0%
						Apr	May	June
4 <sup>th</sup> Quarter								0%

**SECTION: Roads and storm water**
**MANAGER: T. Kase**

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT (MILLIONS)	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
	Water pump	Service delivery	2008/09	R15 000.00	June 2009	Request quotations, Procurement	All	Council
PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW						% COMPLETED		
						July	Aug	Sept
1 <sup>st</sup> Quarter								0%
Request quotations, Procurement								
						Oct	Nov	Dec
2 <sup>nd</sup> Quarter								0%
						Jan	Feb	Mar
3 <sup>rd</sup> Quarter								0%
						Apr	May	June
4 <sup>th</sup> Quarter								0%

**SECTION: Roads and storm water**
**MANAGER: T. Kase**

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT (MILLIONS)	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
	Upgrading of walkways in Simunye	Service delivery	2008/09	R200 000.00	June 2009	Request quotations, Procurement, Appointment, Implementation	7 & 8	Council
PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW						% COMPLETED		
						July	Aug	Sept
1 <sup>st</sup> Quarter								10%
						Oct	Nov	Dec
2 <sup>nd</sup> Quarter								10%
Request quotations, Procurement, Appointment								
						Jan	Feb	Mar
3 <sup>rd</sup> Quarter								10%
Implementation								
						Apr	May	June
4 <sup>th</sup> Quarter								10%

**SECTION: Roads and storm water**
**MANAGER: T. Kase**

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT (MILLIONS)	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
	Upgrading of walkways in the CBD	Service delivery	2008/09	R100 000.00	June 2009	Request quotations, Procurement, Appointment, Implementation	5 & 6	Council
PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW						% COMPLETED		
						July	Aug	Sept
1 <sup>st</sup> Quarter								10%
						Oct	Nov	Dec
2 <sup>nd</sup> Quarter								10%
Request quotations, Procurement, Appointment								
						Jan	Feb	Mar
3 <sup>rd</sup> Quarter								10%
Implementation								
						Apr	May	June
4 <sup>th</sup> Quarter								10%

**SECTION: Roads and storm water**
**MANAGER: T. Kase**

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT (MILLIONS)	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
	Upgrading of walkways at Botha Str.	Service delivery	2008/09	R100 000.00	June 2009	Request quotations, Procurement, Appointment, Implementation	6	Council
PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW						% COMPLETED		
						July	Aug	Sept
1 <sup>st</sup> Quarter								10%
						Oct	Nov	Dec
2 <sup>nd</sup> Quarter								10%
Request quotations, Procurement, Appointment								
						Jan	Feb	Mar
3 <sup>rd</sup> Quarter								10%
Implementation								
						Apr	May	June
4 <sup>th</sup> Quarter								10%

**SECTION: Roads and storm water**
**MANAGER: T. Kase**

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT (MILLIONS)	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
	Upgrading of storm water at Bridges Ave.	Service delivery	2008/09	R150 000.00	June 2009	Request quotations, Procurement, Appointment, Implementation	4	Council
		PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW				% COMPLETED		
						July	Aug	Sept
		1 <sup>st</sup> Quarter						0%
						Oct	Nov	Dec
		2 <sup>nd</sup> Quarter						0%
						Jan	Feb	Mar
		3 <sup>rd</sup> Quarter						50%
		Request quotations, Procurement, Appointment						
						Apr	May	June
		4 <sup>th</sup> Quarter						100%
		Implementation						

**SECTION: Roads and storm water**
**MANAGER: T. Kase**

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT (MILLIONS)	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
	Resurfacing of roads in Westonaria	Service delivery	2008/09	R1 500 000.00	June 2009	Tendering, Appointment, Implementation	4, 5, 6	Council
PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW						% COMPLETED		
						July	Aug	Sept
1 <sup>st</sup> Quarter								0%
						Oct	Nov	Dec
2 <sup>nd</sup> Quarter								0%
						Jan	Feb	Mar
3 <sup>rd</sup> Quarter								0%
Tendering, Appointment						Apr	May	June
4 <sup>th</sup> Quarter								0%
Implementation								

**OPERATIONAL BUDGET:** PROGRAMMES & MAINTANANCE  
**DEPARTMENT:** INFRASTRUCTURE DEVELOPMENT AND PLANNING

**SECTION: Roads and stormwater: MANAGER: T. Kase**

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
	Maintenance of paved roads	Service Delivery	2008/09	R220 000.00	June 2009	Inspection/identification, Request quotations, Appointment, Procurement, implementation	All	WLM
<b>PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW</b>						<b>% COMPLETED</b>		
						<b>July</b>	<b>Aug</b>	<b>Sept</b>
1 <sup>st</sup> Quarter : Request quotations, procurement, as per need.								25%
						<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
2nd Quarter: Implementation, Ongoing,								50%
						<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
3 <sup>rd</sup> Quarter: Implementation, Ongoing,								75%
						<b>Apr</b>	<b>May</b>	<b>June</b>
4 <sup>th</sup> Quarter: Implementation, Ongoing								100%



**SECTION: Roads and stormwater:****MANAGER: T. Kase**

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
	Maintenance of gravel roads	Service Delivery	2008/09	R220 000.00	June 2009	Implementation	1,5, 7, 8, 14,15, 13	WLM
<b>PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW</b>						<b>% COMPLETED</b>		
						<b>July</b>	<b>Aug</b>	<b>Sept</b>
1 <sup>st</sup> Quarter : Implementation, Ongoing, as per need								25%
						<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
2nd Quarter: Implementation, Ongoing								50%
						<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
3 <sup>rd</sup> Quarter: Implementation, Ongoing								75%
						<b>Apr</b>	<b>May</b>	<b>June</b>
4 <sup>th</sup> Quarter: Implementation, Ongoing								100%

**SECTION: Roads and storm water:****MANAGER: T. Kase**

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
	Maintenance of storm water and kerbs	Service Delivery	2008/09	R58 300.00	June 2009	Request quotations, Procurement , Implementation	All	WLM
<b>PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW</b>						<b>% COMPLETED</b>		
						<b>July</b>	<b>Aug</b>	<b>Sept</b>
1 <sup>st</sup> Quarter : Request quotations, Procurement, Implementation, Ongoing								25%
						<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
2nd Quarter: Implementation, Ongoing								50%
						<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
3 <sup>rd</sup> Quarter: Implementation, Ongoing								75%
						<b>Apr</b>	<b>May</b>	<b>June</b>
4 <sup>th</sup> Quarter: Implementation, Ongoing								100%

**OPERATIONAL BUDGET: PROGRAMMES & MAINTENANCE**  
**OFFICE OF THE MUNICIPAL MANAGER      APRIL - JUNE 2009**

**SECTION: INTERNAL AUDIT**  
**MANAGER: Mrs E Botha**

**ANNEXURE E**

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT (MILLIONS)	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
	Develop and implement Anti-Corruption Strategy	Good Governance	2008		June 2009	Develop and Anti-Corruption Strategy	All	
<b>Financial Services:</b> <b>Indication of Cash Flow</b>  Starting Date: July 08 .....   CHIEF FINANCE OFFICER		<b>PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW</b>				<b>% COMPLETED</b>		
						<b>July</b>	<b>Aug</b>	<b>Sept</b>
		1 <sup>st</sup> Quarter : Consider the current anti-corruption policy Request Provincial Treasury to assist with strategy development and present a workshop				10%	20%	30% On track
						<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
		2nd Quarter: Present an Anti-Corruption workshop to create awareness and present strategy				40% projected	60% projected	Delayed
						<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
		3 <sup>rd</sup> Quarter: Opportunity for amendment Submit strategy to Council for approval				Development of Internal Audit Charter and Charter for Audit Committee was prioritised since Management Letter requested docs		
						<b>Apr</b>	<b>May</b>	<b>June</b>
		4 <sup>th</sup> Quarter: Implement the strategy and monitor the progress				90%	95%	100% Docs served before Council June09

**SECTION: INTERNAL AUDIT**
**MANAGER: Mrs E Botha**

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT (MILLIONS)	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
	Development of an Internal Audit Program	Good Governance	2008		February 2009	Develop 2 <sup>nd</sup> Review IDP to be approved by Council.	All	
<b>Financial Services: Indication of Cash Flow</b>  Starting Date: July 08 .....       CHIEF FINANCE OFFICER		<b>PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW</b>				<b>% COMPLETED</b>		
						<b>July</b>	<b>Aug</b>	<b>Sept</b>
		1 <sup>st</sup> Quarter : Consider Management Letter of AG 2006/07, previous requests, etc. Compile an internal audit programme for 3 years				30%	60%	100% Done
						<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
		2nd Quarter: Submit internal audit programme to Audit Committee, Municipal Public Accounts Committee (MPAC) and Council				50%	100%	Done
						<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
		3 <sup>rd</sup> Quarter: Start implementing the programme						70% implemented
						<b>Apr</b>	<b>May</b>	<b>June</b>
		4 <sup>th</sup> Quarter: Ongoing					Regularly reported to MayCom and Council on progress	In process of developing a new 3 yr rolling IA Plan

**SECTION: INTERNAL AUDIT**
**MANAGER: Mrs E Botha**

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT (MILLIONS)	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
	Purchase of Books and Periodicals	Good Governance	2008	R0,003		Identify books and periodicals to improve skills level in the Section	All	
<b>Financial Services: Indication of Cash Flow</b>  Starting Date: Sept 08 .....        CHIEF FINANCE OFFICER		<b>PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW</b>				<b>% COMPLETED</b>		
						<b>July</b>	<b>Aug</b>	<b>Sept</b>
		1 <sup>st</sup> Quarter : Identify appropriate books and periodicals for IDP and Internal Audit Section Prepare requisition and get order number Order the goods						30% In Process
						<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
		2nd Quarter: Ongoing						Delayed
						<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
		3 <sup>rd</sup> Quarter: Ongoing						Delayed
						<b>Apr</b>	<b>May</b>	<b>June</b>
		4 <sup>th</sup> Quarter: Ongoing						Delayed

**SECTION: INTERNAL AUDIT**
**MANAGER: Mrs E Botha**

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT (MILLIONS)	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
	Develop and implement a Risk Management Strategy with Plans for Council	Good Governance	2008	R0, 02	February 2008	Host workshops on Risk Management. Develop a strategy and plans. Implement the strategy and plans	All	
<b>Financial Services: Indication of Cash Flow</b>  Starting Date: July 08 .....          CHIEF FINANCE OFFICER	<b>PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW</b>					<b>% COMPLETED</b>		
						<b>July</b>	<b>Aug</b>	<b>Sept</b>
	1 <sup>st</sup> Quarter : Request Gauteng Shared Services to assist with strategy development and present a workshop Present a Risk Management workshop to discuss a strategy and develop plans to mitigate t					10%	10%	40% Report submitted to Council that another Department takes the responsibility for this function
						<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
	2nd Quarter: Opportunity for amendments Submit strategy and plans to Council for approval							
						<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
	3 <sup>rd</sup> Quarter: Implement the strategy and monitor the progress							
	4 <sup>th</sup> Quarter: Ongoing					<b>Apr</b>	<b>May</b>	<b>June</b>

**INTERNAL AUDIT SECTION      APRIL 2009 – JUNE 2009**
**SUMMARY OF THE SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLANS  
(SDBIPs)**

Close to all projects are linked to the new office accommodation. Office furniture was purchased for HOD: Performance and Compliance.

PROJECT	ESTIMATED IMPLEMENTATION	STAGE OF	CURRENT SITUATION	COMMENTS
<b>CAPITAL BUDGET</b>				
Purchase Air conditioners x 3	June 2009		100%	
Purchase furniture outstanding from 2007/08	June 2009		100%	
Upgrading of kitchen	June 2009		100%	Money was utilised for furnishing the house
Carpets for offices of Internal Affairs	June 2009		100%	Money was utilised for furnishing the house
Furniture for new appointees	June 2009		100%	Money was utilised for furnishing the house
Purchase of laptop for Internal Audit Officer	June 2009		100%	Done
Installation of cupboards for IT Coordinator	June 2009		0%	Project is linked to new office accommodation

## CAPITAL PROJECTS

### DEPARTMENT CORPORATE SERVICES

**SECTION: ADMINISTRATION: MANAGER:**  
**Mrs M E Engelbrecht**

## ANNEXURE F

0607/102	Resealing, Repair / Replacement of Roofs: Banquet Hall Complex	Good Governance & Public Participation	2008/2009	R1.0	Maintenance of municipal buildings;	In partnership with ID&P; Procurement Processes; Execution of work;	N/A	WLM WRDM
<b>FINANCIAL SERVICES:</b>  <b>Indication of Cash Flow:</b>  ..... <b>Starting Date</b>          <b>CHIEF FINANCIAL OFFICER</b>		PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW				% COMPLETED		
						July	Aug	Sept
		1 <sup>st</sup> Quarter This project has been transferred to MIG funding application – await outcome. If successful, funding will only be made available in April 2009.						
						Oct	Nov	Dec
		2 <sup>nd</sup> Quarter The process is subject to changes as a result of MIG funding application.						
						Jan	Feb	March
		3 <sup>rd</sup> Quarter Status quo as per above comments.					20%	40%
						Apr	May	June
		4 <sup>th</sup> Quarter Status quo as per above comments.				60%	80%	100%
0809/049	Upgrading of Public Toilets (Civic Centre Halls)	Good Governance & Public Participation	2008 2009 2010	R0.150 R0.150 R0.150	Maintenance of municipal buildings;	In partnership with ID&P; Procurement Processes; Execution of work;	N/A	WLM
<b>FINANCIAL SERVICES:</b>  <b>Indication of Cash Flow:</b>  ..... <b>Starting Date</b>          <b>CHIEF FINANCIAL OFFICER</b>		PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW				% COMPLETED		
						July	Aug	Sept
		1 <sup>st</sup> Quarter This project is included in the MIG funding application as per IDP No 0607/102. Await outcome of application. If successful funding will only be made available in April 2009.						
						Oct	Nov	Dec
		2 <sup>nd</sup> Quarter This project is subject to changes as a result of MIG funding application.						
						Jan	Feb	March
		3 <sup>rd</sup> Quarter Status quo as per above comments.						
						Apr	May	June
		4 <sup>th</sup> Quarter Status quo as per above comments.				60%		
Project roll over 2009: R0.150 & 2010: R0.150								



**SECTION: ADMINISTRATION:**
**MANAGER: Mrs M E Engelbrecht**

0809/050	Painting: Bekkersdal Mun Building & Banquet Hall	Good Governance & Public Participation	2008	R0.5	Maintenance of municipal buildings;	In partnership with ID&P; Procurement Processes; Execution of work;	N/A	WLM
<b>FINANCIAL SERVICES:</b>		PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW				% COMPLETED		
<b>Indication of Cash Flow:</b>						July	Aug	Sept
<b>Starting Date</b>		1 <sup>st</sup> Quarter ● Painting of the Banquet Hall interior forms part of the MIG application of which the outcome is awaited. ● Painting of the Bekkersdal Municipal Building interior can only be commenced with after the outcome of the MIG application as a separate project.						
						Oct	Nov	Dec
		2 <sup>nd</sup> Quarter This project is subject to changes as a result of MIG funding application.						
						Jan	Feb	March
		3 <sup>rd</sup> Quarter Status quo as per above comments.						
<b>CHIEF FINANCIAL OFFICER</b>						Apr	May	June
		4 <sup>th</sup> Quarter Status quo as per above comments.						
0809/052	Replacement of Curtains (Halls)	Good Governance & Public Participation	2008 2009 2010 2011	R0.1 R0.1 R0.1 R0.1	Maintenance and replacement.	Needs analysis; Planning of design & fabric; Procurement Process; Execution of work.	N/A	WLM
<b>FINANCIAL SERVICES:</b>		PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW				% COMPLETED		
<b>Indication of Cash Flow:</b>						July	Aug	Sept
<b>Starting Date</b>		1 <sup>st</sup> Quarter This project is also linked to the outcome of the MIG application mentioned in the aforementioned projects. Interior painting should take place prior to replacement of curtains.						
						Oct	Nov	Dec
		2 <sup>nd</sup> Quarter Status quo remains – current financial constraint negative outcome on project implementation.						
						Jan	Feb	March
		3 <sup>rd</sup> Quarter Status quo as per above comments.						
<b>CHIEF FINANCIAL OFFICER</b>						Apr	May	June
		4 <sup>th</sup> Quarter Status quo as per above comments.						

**SECTION: ADMINISTRATION:**
**MANAGER: Mrs M E Engelbrecht**

0809/053	Shade Ports	Good Governance & Public Participation	2008	R0.206 600	Maintenance & replacement	Needs analysis; Procurement Process & Installation in partnership with ID&P	N/A	WLM
<b>FINANCIAL SERVICES:</b>		PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW					% COMPLETED	
<b>Indication of Cash Flow:</b>		1 <sup>st</sup> Quarter					July	Aug
<b>Starting Date</b>		Needs analysis: Prioritise & investigate parking areas to be dealt with.						Sept
							Oct	Nov
		2 <sup>nd</sup> Quarter					30%	100%
		Procurement process: Quotes, requisition, order; Installation of car ports. Request for assistance with procurement procedures have been forwarded to PMU office. Layout plan has been requested from Building Section – followed up, not yet submitted. Current financial constraint negative outcome on project implementation.						
<b>CHIEF FINANCIAL OFFICER</b>							Jan	Feb
		3 <sup>rd</sup> Quarter						March
		Financial constraints – no implementation.						
							Apr	May
		4 <sup>th</sup> Quarter						June
		Status quo as per above comments.						
0809/054	Upgrading of Kitchens – Mun Buildings	Good Governance & Public Participation	2008 2009	R0.1 R0.1	Maintenance of municipal venues.	Needs analysis; Procurement Processes & Execution of work in partnership with ID&P	N/A	WLM
<b>FINANCIAL SERVICES:</b>		PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW					% COMPLETED	
<b>Indication of Cash Flow:</b>		1 <sup>st</sup> Quarter					July	Aug
<b>Starting Date</b>		This project is included in the MIG funding application as per IDP No 0607/102. Await outcome of application. If successful funding will only be made available in April 2009.						Sept
							Oct	Nov
		2 <sup>nd</sup> Quarter						Dec
		Status quo remains.						
							Jan	Feb
		3 <sup>rd</sup> Quarter						March
		Status quo as per above comments.						
<b>CHIEF FINANCIAL OFFICER</b>							Apr	May
		4 <sup>th</sup> Quarter						June
		Status quo as per above comments.						



**SECTION: ADMINISTRATION**
**MANAGER: Mrs M E Engelbrecht**

0809/055	Dishwashers x2 Banquet Hall	Good Governance & Public Participation	2008	R0.06	Upgrading of equipment.	Needs analysis; Procurement Process; Installation	N/A	WLM	
<b>FINANCIAL SERVICES:</b>		PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW					% COMPLETED		
<b>Indication of Cash Flow:</b>							July	Aug	Sept
<b>Starting Date</b>		1 <sup>st</sup> Quarter Needs analysis; Procurement Processes: Quotes, requisitions, order. This project was finalised during the 2007/08 financial year. This budget is to be transferred to project 0809/053 – <b>SHADE PORTS</b> – negatively influenced by current financial constraints.							
							Oct	Nov	Dec
<b>CHIEF FINANCIAL OFFICER</b>		2 <sup>nd</sup> Quarter Purchasing and installation. As a result of the urgent need for a separate PABX Server Room (IT Server Room cannot accommodate Telkom/PABX Servers) the funds are to be transferred for the erection of a PABX Server Room – current financial constraints negative impact on project.							
							Jan	Feb	March
		3 <sup>rd</sup> Quarter Status quo as per 2 <sup>nd</sup> Quarter.							
							Apr	May	June
		4 <sup>th</sup> Quarter Construction completed.							
<b>POLITICAL STRUCTURE</b>									
0809/057	Advance Vehicle (Executive Mayor)	Municipal Transformation & Organisational Development	2008	R0.250	Purchasing of vehicle through procurement process.	Procurement process in partnership with ID&P (Fleet management)	N/A	WLM	
<b>FINANCIAL SERVICES:</b>		PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW					% COMPLETED		
<b>Indication of Cash Flow:</b>							July	Aug	Sept
<b>Starting Date</b>		1 <sup>st</sup> Quarter Inclusion in Fleet Management procurement process in partnership with ID&P.						20%	50%
							Oct	Nov	Dec
		2 <sup>nd</sup> Quarter Purchasing. This matter is still outstanding – financial constraints negative impact on project.					100%		
							Jan	Feb	March
		3 <sup>rd</sup> Quarter Status quo as per above comments.							
							Apr	May	June
<b>CHIEF FINANCIAL OFFICER</b>		4 <sup>th</sup> Quarter Status quo as per above comments.							

**SECTION: ADMINISTRATION:**
**MANAGER: Mrs M E Engelbrecht**

0809/058	Digital Camera & Video Camera	Good Governance & Public Participation	2008	R0.015	Purchasing of camera & video through procurement processes.	Market related analysis; Procurement process; Purchasing.	N/A	WLM
<b>FINANCIAL SERVICES:</b>  <b>Indication of Cash Flow:</b>  ..... <b>Starting Date</b>        ..... <b>CHIEF FINANCIAL OFFICER</b>		PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW				% COMPLETED		
						July	Aug	Sept
		1 <sup>st</sup> Quarter Market related analysis. Procurement process: Quotes, requisition, order, purchasing Digital Camera purchased for the Senior Communication Officer.				100%		
						Oct	Nov	Dec
		2 <sup>nd</sup> Quarter Video Camera outstanding – financial constraints negative impact on expenditure.						
						Jan	Feb	March
		3 <sup>rd</sup> Quarter Status quo as per above comments.						
						Apr	May	June
		4 <sup>th</sup> Quarter Status quo as per above comments.						

**SECTION: ADMINISTRATION:****MANAGER: Mrs M E Engelbrecht**

0809/063	1 x Computer/Printer; 1 x Lazer Colour Printer; 1 x Notebook/Computer/Software; Filing Cabinets; Laptops (MMC,s)	Good Governance & Public Participation	2008	R0.015 R0.025 R0.020 R0.025 R0.075	Purchasing of camera & video through procurement processes.	Market related analysis; Procurement process; Purchasing.	N/A	WLM
<b>FINANCIAL SERVICES:</b>  <b>Indication of Cash Flow:</b>  ..... <b>Starting Date</b>          ..... <b>CHIEF FINANCIAL OFFICER</b>		PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW				% COMPLETED		
						July	Aug	Sept
		1 <sup>st</sup> Quarter Market related analysis. Procurement process: Quotes, requisition, order, purchasing  Lack of office space – equipment and furniture await outcome of office space solution – moving of departments.						
						Oct	Nov	Dec
		2 <sup>nd</sup> Quarter  Request to IT for the purchasing of Laptops for the MMC's in process. Status quo remains on 1 <sup>st</sup> quarter – financial constraints negative impact on expenditure.				10%	20%	
						Jan	Feb	March
		3 <sup>rd</sup> Quarter Status quo as per above comments.						
						Apr	May	June
		4 <sup>th</sup> Quarter Status quo as per above comments.						

**SECTION: HUMAN RESOURCES:**
**Acting Manager: Mr. MJ MATLHABE**





IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT (MILLIONS)	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
0809/056	Upgrading the Training Centre ( Projector. Screen and aircon)	Good Governance	2008	R0.80 (R80 000)	Subject to availability of funds, and noting that the training centre will be moved to the Banquet Hall	Purchase of equipment according to procurement policy	ALL	WLM
<b>FINANCIAL SRVICES:</b>  Indication of Cash Flow:  ..... Starting Date:  ..... <b>CHIEF FINANCE OFFICER</b>		PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW				% COMPLETED		
		PLANNING				July	Aug	Sept
		1 <sup>st</sup> Quarter Training Committee established and extended to all Heads of Departments on 16 April 2008. Upgrading plan followed by quotation procedures (procurement policy)						
		PROCUREMENT				Oct	Nov	Dec
		2 <sup>nd</sup> Quarter Procurement process Purchasing of goods Project behind - current financial constraints negative impact on project.						
		IMPLEMENTATION				Jan	Feb	Mar
		3 <sup>rd</sup> Quarter Status quo as per above comments.						
		EVALUATION						
		4 <sup>th</sup> Quarter Status quo as per above comments.				Apr	May	June

<b>ALL DEPARTMENTS</b>									
<b>IMPROVING WORKING CONDITIONS</b>									
<b>FURNITURE, COMPUTERS, EQUIPMENT AND LIGHT MAINTENANCE</b>									
0708/081	ALL	Furniture, Upgrading & Maintenance		2007	R1.295				
0809/063	ALL	Furniture, Upgrading & Maintenance		2008	R0.982				

**OPERATIONAL BUDGET: PROGRAMMES & MAINTENANCE**  
**DEPARTMENT: CORPORATE SERVICES**

**ADMINISTRATION SECTION**

**MANAGER: MANAGER ADMINISTRATION**

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT (MILLIONS)	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
	EMPOWERMENT OF COUNCILLORS/COMMITTEE'S	Good Governance & Public Participation	2008/09	R0.3 5%	31 May 2009	Needs analysis; Possible partnership with DLG/SALGA; WSP Training & Orientation	All	WLM
<b>FINANCIAL SERVICES:</b>  <b>Indication of Cash Flow:</b>  ..... <b>Starting Date</b>        ..... <b>CHIEF FINANCIAL OFFICER</b>		<b>PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW</b>				<b>% COMPLETED</b>		
						<b>July</b>	<b>Aug</b>	<b>Sept</b>
		1 <sup>st</sup> Quarter : Needs analysis; WSP Plan: Training & Orientation  IT Training at Gold Fields Business and Leadership Academy: 2 days Basic Computer Training: Six Councillors attended.  Seven Councillors attended Batho Pele Training (3 day training).  Women Councillors and Mentorship Programme: Sponsored by DLG: Fourth Group of Women Councillors attending.				10%	25%	35%
						<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
		2nd Quarter: Possible Partnership with DLG/SALGA; Compilation of programme. Implementation.  Women Councillors and Mentorship Programme: Sponsored by DLG: Fourth Group of Women Councillors currently attending training programme.				45%	55%	
						<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
		3 <sup>rd</sup> Quarter: Revision of programme; Extended partnership with DLG/SALGA Cllrs enrolled at Jhb University through SDF.				65%	75%	85%
						<b>Apr</b>	<b>May</b>	<b>June</b>
		4 <sup>th</sup> Quarter: Ward Cllrs attended Ward Committee Training conducted by DLG. 5 newly appointed and elected Cllrs are attending an induction course.				95%	100%	

**ADMINISTRATION SECTION**
**MANAGER: MANAGER ADMINISTRATION**

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT (MILLIONS)	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
	WARD MEETINGS	Good Governance & Public Participation	2008/09	R0.032 60%	30 June 2009	Re-election of Ward Committees; Schedule of meetings; Establishment of secretariat; Immediate implementation Feed Back to Council on outcome of meetings; Public Ward meetings; Continuous evaluation of successful & implementation.	All	WLM
<b>FINANCIAL SERVICES:</b>		<b>PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW</b>				<b>% COMPLETED</b>		
<b>Indication of Cash Flow:</b>						<b>July</b>	<b>Aug</b>	<b>Sept</b>
<b>Starting Date</b>		<b>1<sup>st</sup> Quarter :</b> Re-election of Ward Committees ( next two year term of office) Schedule of meetings; Establishment of secretariat; Immediate implementation; Continuous evaluation of successful & implementation  Nomination process (1 <sup>st</sup> Phase) has been finalized and records were compared by the IEC offices. Ward elections (2 <sup>nd</sup> Phase) in the following ten wards are currently in process: Ward 1, 3, 7, 8, 10, 11, 12, 13, 14 & 15.				10%	20%	30%
<b>CHIEF FINANCIAL OFFICER</b>						<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
		<b>2nd Quarter:</b> Progress report on succession. Feed back to Council on outcome of meetings; Public Ward meetings; Continuous evaluation of successful & implementation  Ward elections (2 <sup>nd</sup> Phase) in the following ten wards are currently in process: Ward 1, 3, 7, 8, 10, 11, 12, 13, 14 & 15. Nomination process to be reimplemented in Wards 2, 4, 5, 6 and 9.  Only four wards outstanding process to be finalised January/February 2009				40%	50%	
						<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
		<b>3<sup>rd</sup> Quarter:</b> Progress report on succession. Feed back to Council on outcome of meetings; Public Ward meetings; Continuous evaluation of successful & implementation				60%	70%	80%
		<b>4<sup>th</sup> Quarter:</b> Progress report on succession. Feed back to Council on outcome of meetings; Public Ward meetings; Continuous evaluation of successful & implementation				85%	90%	100%



**ADMINISTRATION SECTION**
**MANAGER: MANAGER ADMINISTRATION**

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT (MILLIONS)	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
	PUBLIC PARTICIPATION	Good Governance & Public Participation	2008/09	R0.3 30%	30 June 2009 Success is subject to partnership of different stakeholders and programmes	Public Ward Meetings; Community Based Events; Social upliftment; Public participation in partnership with Prov Gov, Departments	All	WLM
<b>FINANCIAL SERVICES:</b>		<b>PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW</b>				<b>% COMPLETED</b>		
<b>Indication of Cash Flow:</b>						<b>July</b>	<b>Aug</b>	<b>Sept</b>
<b>Starting Date</b>		1 <sup>st</sup> Quarter : Establishment of event programme where possible; Speaker compiled a programme on public participation. Public meetings took place to inform the community with regard to the Ward Committee nomination and election procedures.				10%	20%	30%
						<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
		2nd Quarter: Revision of programme/s Progress report if applicable Procurement processes iro events Programme currently under revision.				40%	50%	
<b>CHIEF FINANCIAL OFFICER</b>						<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
		3 <sup>rd</sup> Quarter: Status quo as per 2 <sup>nd</sup> quarter.						
						<b>Apr</b>	<b>May</b>	<b>June</b>
		4 <sup>th</sup> Quarter: Status quo as per above comments.						

**ADMINISTRATION SECTION**
**MANAGER: MANAGER ADMINISTRATION**

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT (MILLIONS)	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
	YOUTH,DISABLED, ELDERLY	Good Governance & Public Participation	2008/09	R0.3	30 June 2009 Success is subject to partnership of different stakeholders and programmes.	Programmes Community Based Events; Social upliftment; Public participation in partnership with Prov Gov, Departments	All	WLM
<b>FINANCIAL SERVICES:</b>		<b>PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW</b>				<b>% COMPLETED</b>		
<b>Indication of Cash Flow:</b>						<b>July</b>	<b>Aug</b>	<b>Sept</b>
<b>Starting Date</b>		1 <sup>st</sup> Quarter : Establishment of event programme where possible; Vacancy within this office not yet filled. Programmes implemented from a social point of view through Community Services. Youth Forum was functional through the assistance of Cllr Matlala up to September 2008. (Cllr Matlala passed away during September 2008).				10%	20%	30%
						<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
<b>CHIEF FINANCIAL OFFICER</b>		2nd Quarter: Revision of programme/s Progress report if applicable Procurement processes iro events Status quo remains – Communication Officer in the Office of the Executive Mayor assist with functional responsibilities.				40%	50%	
						<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
		3 <sup>rd</sup> Quarter: Status quo as per 2 <sup>nd</sup> quarter.				60%	70%	80%
						<b>Apr</b>	<b>May</b>	<b>June</b>
		4 <sup>th</sup> Quarter: Youth & Gender Coordinator appointed – functions still within the office of the Executive Mayor.				85%	90%	100%

**ADMINISTRATION SECTION**
**MANAGER: MANAGER ADMINISTRATION**

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT (MILLIONS)	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
	SECURITY SERVICES	Good Governance	2008/09	R0.3 46%	30 June 2009	Security of all Council Buildings. Prevention of losses within reasonable expectations.	All	WLM
<b>FINANCIAL SERVICES:</b>		<b>PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW</b>				<b>% COMPLETED</b>		
<b>Indication of Cash Flow:</b>						<b>July</b>	<b>Aug</b>	<b>Sept</b>
<b>Starting Date</b>		1 <sup>st</sup> Quarter : Establishment of security services. Compilation of Tender Document. Appointment of Security Company, Medem for a period of 3months.				10%	20%	30%
						<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
<b>CHIEF FINANCIAL OFFICER</b>		2nd Quarter: Revision of programme/s Progress report if applicable Procurement processes iro events Service Level Agreement Bi-weekly meetings between Security Company & WLM staff and Bi-monthly management meetings.				40%	50%	
						<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
		3 <sup>rd</sup> Quarter: Status quo as per 2 <sup>nd</sup> quarter.				60%	70%	80%
						<b>Apr</b>	<b>May</b>	<b>June</b>
		4 <sup>th</sup> Quarter: Security function transferred to Public Safety. Attending meetings on ad hoc basis.				85%	90%	100%

**SECTION: ADMINISTRATION SECTION**
**MANAGER: MANAGER ADMINISTRATION**

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT (MILLIONS)	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
	MAINTENANCE OF BUILDINGS	Good Governance	2008/09	R0.12 50%	30 June 2009	Security of all Council Buildings. Prevention of losses within reasonable expectations.	All	WLM
<b>FINANCIAL SERVICES:</b>		<b>PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW</b>				<b>% COMPLETED</b>		
<b>Indication of Cash Flow:</b>						<b>July</b>	<b>Aug</b>	<b>Sept</b>
<b>Starting Date</b>		1 <sup>st</sup> Quarter : .Maintenance of Municipal Buildings Daily cleaning of Municipal Building, Civic Centre, Bekkersdal Offices, Paul Nel Hall and Zuurbekom Hall. Upgrading of buildings funded by Capital Budget – negatively influenced by financial constraints.				10%	20%	30%
						<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
<b>CHIEF FINANCIAL OFFICER</b>		2nd Quarter: Daily cleaning of Municipal Building, Civic Centre, Bekkersdal Offices, Paul Nel Hall and Zuurbekom Hall. Upgrading of buildings funded by Capital Budget – negatively influenced by financial constraints.				40%	50%	
						<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
		3 <sup>rd</sup> Quarter: Daily cleaning of Municipal Building, Civic Centre, Bekkersdal Offices, Paul Nel Hall and Zuurbekom Hall.				60%	70%	80%
						<b>Apr</b>	<b>May</b>	<b>June</b>
		4 <sup>th</sup> Quarter: Daily cleaning of Municipal Building, Civic Centre, Bekkersdal Offices, Paul Nel Hall and Zuurbekom Hall.				85%	90%	100%

## HUMAN RESOURCES SECTION:

## Acting Manager Human Resources

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT (MILLIONS)	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
	REALIGNMENT AND IMPLEMENTATION OF ORGANIZATIONAL STRUCTURE	Good Governance	2008/09	R0.00	30 August 2008	Finalize Appeals stemming from the Placement process	All	WLM
<b>FINANCIAL SERVICES:</b>		<b>PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW</b>				<b>% COMPLETED</b>		
<b>Indication of Cash Flow:</b>		<b>PLANNING</b>				<b>July</b>	<b>Aug</b>	<b>Sept</b>
..... <b>Starting Date</b>		1 <sup>st</sup> Quarter : Consultation Processes				10%	20%	30%
		<b>PROCUREMENT</b>				<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
		2nd Quarter: Organisational Structure adopted by Council				40%	50%	
		<b>IMPLEMENTATION</b>				<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
		3 <sup>rd</sup> Quarter: Filling of vacancies on hold due to financial constraints.				60%	70%	80%
..... <b>CHIEF FINANCIAL OFFICER</b>		<b>EVALUATION</b>				<b>Apr</b>	<b>May</b>	<b>June</b>
		4 <sup>th</sup> Quarter: Status quo as per 2 <sup>nd</sup> quarter.				85%	90%	100%

**HUMAN RESOURCES SECTION:**
**Acting Manager Human Resources**

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT (MILLIONS)	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
	DEVELOP AND IMPLEMENT EMPLOYEE ASSISTANCE POLICY & PROGRAMME (EAP)	Good Governance	2008/09	R0.00	30 June 2009	Creation of an Employee Assistance Unit, EAP policy and programme	All	WLM
<b>FINANCIAL SERVICES:</b>		<b>PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW</b>				<b>% COMPLETED</b>		
<b>Indication of Cash Flow:</b>		<b>PLANNING</b>				<b>July</b>	<b>Aug</b>	<b>Sept</b>
.....		1 <sup>st</sup> Quarter :				10%	20%	30%
<b>Starting Date</b>		Re-alignment of HR Structure						
		Provision for performance of Employee Wellness & Safety related duties						
		<b>PROCUREMENT</b>				<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
		2nd Quarter:				40%	50%	
		Employee Assistance/Wellness Programme introduced as HR component						
		Draft EAP policy and programme						
		<b>IMPLEMENTATION</b>				<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
.....		3 <sup>rd</sup> Quarter:				60%	70%	80%
<b>CHIEF FINANCIAL OFFICER</b>		Status quo as per 2 <sup>nd</sup> quarter.						
		<b>EVALUATION</b>				<b>Apr</b>	<b>May</b>	<b>June</b>
		4 <sup>th</sup> Quarter:				85%	90%	100%
		Status quo as per above comments.						

**HUMAN RESOURCES SECTION:**
**Acting Manager Human Resources**

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT (MILLIONS)	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
	DEVELOP AND IMPLEMENT FRAMEWORK ON MAINTENANCE OF DISCIPLINE AT THE WORKPLACE	Good Governance	2008/08	R500 000.00 0%	30 June 2009	Develop a framework on the maintenance of discipline in the workplace in compliance with labour law	All	WLM
<b>FINANCIAL SERVICES:</b>  <b>Indication of Cash Flow:</b>  <b>Starting Date</b>        <b>CHIEF FINANCIAL OFFICER</b>		<b>PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW</b>				<b>% COMPLETED</b>		
		PLANNING				<b>July</b>	<b>Aug</b>	<b>Sept</b>
		1 <sup>st</sup> Quarter : Gathering of information and research				10%	20%	30%
		PROCUREMENT				<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
		2nd Quarter: Draft framework distributed for comments Report to Mayoral/Council				40%	50%	
		IMPLEMENTATION				<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
		3 <sup>rd</sup> Quarter: Report approved, item at LLF Workshop all stakeholders at LLF				60%	70%	80%
		EVALUATION				<b>Apr</b>	<b>May</b>	<b>June</b>
		4 <sup>th</sup> Quarter: Status quo as per 3 <sup>rd</sup> quarter.				85%	90%	100%

**HUMAN RESOURCES SECTION:**
**Acting Manager Human Resources**

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT (MILLIONS)	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
	COMPLIANCE TO TARGETS IN THE WORKPLACE SKILLS PLAN	Good Governance	2008/09	R0.00	30 June 2009	Implement and maintain National and Provincial skills development strategies in compliance with the Employment Equity Plan and Workplace Skills Plan	All	WLM
<b>FINANCIAL SERVICES:</b>		<b>PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW</b>				<b>% COMPLETED</b>		
<b>Indication of Cash Flow:</b>		<b>PLANNING</b>				<b>July</b>	<b>Aug</b>	<b>Sept</b>
		1 <sup>st</sup> Quarter : Establishment of Training Committee at LLF				10%	20%	30%
<b>Starting Date</b>		<b>POCUREMENT</b>				<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
		2nd Quarter: Extend procurement to Silver Stars Trading to: Align WSP to Municipal Strategic Plans Centralize and manage WSP Implementation of WSP (Training) negatively influenced by current financial constraints.				40%	50%	
<b>CHIEF FINANCIAL OFFICER</b>		<b>IMPLEMENTATION</b>				<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
		3 <sup>rd</sup> Quarter: Approval of the WSP by LGSETA Approval of new aligned WSP by training committee at LLF				60%	70%	80%
		<b>EVALUATION</b>				<b>Apr</b>	<b>May</b>	<b>June</b>
		4 <sup>th</sup> Quarter: WSP for 2009/10 completed and submitted.				85%	90%	100%



**HUMAN RESOURCES SECTION:**
**Acting Manager Human Resources**

IDP REF	DESCRIPTION OF PROJECTS	OBJECTIVES / KPA	BUDGET	AMOUNT (MILLIONS)	PROJECT COMPLETION	SCOPE OF WORK	WARD	SOURCE
	COMPLIANCE TO TARGETS IN EMPLOYMENT EQUITY PLAN	Good Governance	2008/09	R212 000.00	30 June 2009	Total revision of the Employment Equity Plan/Policy in alignment with Workplace Skills Plan and Municipal Strategic Plans	All	WLM
<b>FINANCIAL SERVICES:</b>  <b>Indication of Cash Flow:</b>  ..... <b>Starting Date</b>       ..... <b>CHIEF FINANCIAL OFFICER</b>		<b>PROCESS/ACTIVITIES LINKED TO PROJECT/WORKFLOW</b>				<b>% COMPLETED</b>		
		PLANNING				<b>July</b>	<b>Aug</b>	<b>Sept</b>
		1 <sup>st</sup> Quarter : Review of existing Employment Equity Policy				10%	20%	30%
		PROCUREMENT				<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
		2nd Quarter: Extend procurement to Silver Stars Trading: Align revised EE Plan to the WSP & Council strategic plans				40%	50%	
		IMPLEMENTATION				<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
		3 <sup>rd</sup> Quarter: Requested assistance from Dept of Labour				60%	70%	80%
		EVALUATION				<b>Apr</b>	<b>May</b>	<b>June</b>
		4 <sup>th</sup> Quarter: No assistance from Dept of Labour. WLM and Randfontein will form a working group to compile an EE plan.				85%	90%	100%

# SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN: 2008/2009

DEPARTMENT: COMMUNITY SERVICES: QUARTERLY REPORT: APRIL - JUNE 2009

## SECTION: SOCIAL DEVELOPMENT

## ANNEXURE G

Report	Monthly		Quarterly	X	Annual	
Report date – period ending		APRIL - JUNE 2009				
Goal Statement		<ul style="list-style-type: none"> <li>To facilitate accessibility of Social Development facilities and programmes to all residents of greater Westonaria and contribute towards the developmental thrust of the Department and Municipality.</li> </ul>				

## PROJECT / ACTIVITY AND FUNDING/EXPENDITURE

IDP/ACTIVITY REF NO	PROJECT / ACTIVITY	FUNDING VOTE NO			APPROVED AMOUNTS			DETAILS OF EXPENDITURE		
		Source 1	Source 2	Source 3	Source 1	Source 2	Source 3	Budget	Actual to date	Variance to date
1001 12506	Purchase an electronic library system	DAC			R900 000			R900 000	R898 183	R1 817
0809/018	Construct a temporary library in Simunye		WLM		R250 000			R250 000		R250 000
1001 20103	Purchase a computer for Ops Manager's LIS		WLM		R20 000			R20 000	R13 000	R7 000
1001 10106	Replace lost /damaged books	WLM			R9 105			R9 105		R9 105
1001 10107	Purchase resources to mark different sections in children's library	WLM			R1 227			R1 227	R343	R884
1001 115511	Purchase material to enhance exhibition in libraries	WLM			R613			R613	R100	R513
1001 10105 1001 12506	Subscribe to periodicals and newspapers	WLM	DAC		R10 200	R42 000		R52 200	R43 798.50	R8 401.50

IDP/ACTIVITY REF NO	PROJECT / ACTIVITY	FUNDING VOTE NO			APPROVED AMOUNTS			DETAILS OF EXPENDITURE		
		Source 1	Source 2	Source 3	Source 1	Source 2	Source 3	Budget	Actual to date	Variance to date
1001 12506	Present reading programmes	DAC			R20 000			R20 000	R13 752	R6 248
1001 12506	Purchase resources	DAC			R378 000			R378 000	R377 832	R168
1001 11510	Purchase TV + DVD	WLM			R21 000			R21 000		R21 000
ASS 6951	Purchase industrial vacuum cleaners	WLM			R 16 000			R16 000	R7 785	R8 215
1001 12506	Install air conditioner	DAC			R100 000			R100 000	R181 150	
	OR Tambo Games	WLM						R120 000	R89 648	R30 352
	Scrapping of fields	WLM						R60 000	R60 000	
	SRAC Development	WLM						R110 000		
	Purchase bush cutters	WLM						R6 000		
	Purchase industrial lawn mower	WLM						R30 000		
	Install geyser at multi-purpose hall	WLM						R10 000		
	Renovate ablution facilities at Sports Complex	WLM						R40 000		

**PROJECT/ ACTIVITY HIGHLIGHTS/ACHIEVEMENTS (QUALITATIVE)**

IDP/ACTIVITY REF NO	PROJECT/ACTIVITY	DETAILS OF ACHIEVEMENTS
	Purchase an approved electronic library system	All equipment as specified by Gauteng Department of Libraries and Archives has been purchased.
	Construct a temporary library at Simunye to be replaced with permanent structure 2009/10	Grant for the construction of a permanent library was transferred to Councils account on 4 June 2009.
	Purchase of a computer for Ops Manager LIS	Project 100% completed with savings as indicated.
	Replace books lost/damaged	This project was incorporated with the purchase of books from the Department of Arts and Culture grant.

IDP/ACTIVITY REF NO	PROJECT/ACTIVITY	DETAILS OF ACHIEVEMENTS
	Subscribe to periodicals	Subscription to periodicals and newspapers completed.
	Present reading programmes	Visited several primary schools in conjunction with the president of SA Blind during the period under review. Aim of visits were to create awareness towards the visually impaired and to instill a love for reading amongst children. Presented several reading programmes at pre-primary and 2 primary schools.
	Purchase TV + DVD	There is a deviation from the implementation date for the purchase of a TV and DVD player due to the cash flow challenge Council is experiencing
	Purchase industrial vacuum cleaners	Project 100% completed with saving as indicated.
	Installation of air conditioner at Bekkersdal library	This project was completed.
	Extended library services	A holiday programme to <a href="#">promote</a> children's rights was presented to 135 children during the April holidays. Africa day was celebrated on 25 May 2009. 2010 Soccer world cup kick off was <a href="#">observed</a> on 11 June 2009.
	O R Tambo games	LOC of Westonaria has been selected and training will begin as soon as the time off has been granted, most probably from July 2009
0809/015	Purchase bush cutters	Bush cutters will be purchased in the new financial year 2009/10
1017 11904	SRAC development	SRAC Development programmes could not be implemented because of cash-flow challenges
	Scraping of fields	No scraping of fields took place during the period under review.

IDP/ACTIVITY REF NO	PROJECT/ACTIVITY	DETAILS OF ACHIEVEMENTS
	Renovate ablution facilities at sport complex	Renovation of ablution facilities will commence in the new financial year 2009/10, this project was postponed on account of cash-flow challenges.
0809/013	Purchasing industrial Lawn mower	Lawn mower will also be purchased in the new financial year 2009/10 because of financial challenges experienced by council.
	Install geyser at the multi-purpose hall	This project could not be implemented because of cash-flow problems experienced by council

## SUB-DEPARTMENT: PUBLIC SAFETY

<b>Report</b>	<b>Monthly</b>		<b>Quarterly</b>	<b>X</b>	<b>Annual</b>	
<b>Report Date – Period Ending</b>		<b>June 2009</b>				
<b>Goal Statement</b>		Create a safe and secure environment for the people of Westonaria Local Municipality through a multi-agency approach involving all key stakeholders.				

## PROJECT / ACTIVITY AND FUNDING/EXPENDITURE

IDP/ACTIVITY REF NO.	PROJECT ACTIVITY	FUNDING VOTE NO.			APPROVED AMOUNTS			DETAILS OF EXPENDITURE		
		Source1	Source2	Source3	Source1	Source2	Source3	Budget	Actual to date	Variance to date
	Develop integrated Crime prevention strategy	WLM			R300 000			R300 000		
	Feasibility study on traffic management Service	WLM			R450 000			R450 000		
0809/009	Purchase of firearms	WLM			R56 000			R56 000		
0809/005	Purchase Prolazer speed measuring machine	WLM			R83 400			R83 400		
0809/006	Purchased Towing truck	WLM			R344 000			R344 000		
0809/011	Purchased of Heavy Motor Vehicle code C1	WLM			R280 000			R280 000		

## PROJECT/ACTIVITY HIGHLIGHTS/ACHIEVEMENTS (QUALITATIVE)

IDP/ACTIVITY REF NO	PROJECT / ACTIVITY	DETAILS OF ACHIEVEMENTS	CHALLENGES	RECOMMENDATIONS
	Develop an integrated Crime Prevention Strategy	A Community Safety Plan for Bekkersdal (Westonaria) was developed as an initiative from Province where all stakeholders participated	To carefully work through the CSP and improve/amend it if necessary so that it fully addresses the safety concerns of the Municipality	The process of reviewing the CSP will be initiated in the first quarter of 2009/10 financial year
	Feasibility study on the best options to manage Traffic Services	Tenders for Speed law enforcement by means camera and the administrative back-office was called for on 22 May 2009 and closed on 23 June 2009		Tenders should be evaluated and presented to the tender adjudication committee for finalization by the end of September 2009
0809/003	Purchase of Firearms for Traffic officers and VIP Protection Unit.	The project is placed on hold due to the financial constraints of council.		The project will not be implemented until the cash flow of council has improved.
0809/005	Purchase prolazer speed measuring Instrument	The project is on hold due to the financial constraints of council.		The project will not be implemented until the cash flow of council has improved.
0809/06	Replacement of Bed ford Tow –in Truck	The will be a deviation on this project due to financial constraints of council.		The project will not be implemented until the cash flow of council has improved.
0809/011	Purchase of Heavy duty Vehicle Code C1	The will be a deviation on this project due to the financial constraints of council.		The project will not be implemented until the cash flow of council has improved.
0708/008	Purchase of Computer for Data Capturing Section-Traffic Department	The will be a deviation on this project due to the financial constraints of council.		The project will not be implemented until the cash flow of council has improved.

## SECTION: ENVIRONMENTAL HEALTH

REPORT	MONTHLY		QUARTERLY	X	ANNUAL	
Report date – period ending		30 June 2009				
Goal Statement		To ensure optimal service delivery in terms of Environmental Health services to the residents of Greater Westonaria through environmental health education and promotion, monitoring, prevention and management of conditions detrimental to environmental health.				

### PROJECT / ACTIVITY AND FUNDING / EXPENDITURE

IDP/ACTIVITY REF NO.	PROJECT ACTIVITY	FUNDING VOTE NO.			APPROVED AMOUNTS			DETAILS OF EXPENDITURE		
		Source1	Source2	Source3	Source1	Source2	Source3	Budget	Actual to date	Variance to date
	Appointment of two Environmental Health Practitioners.	WLM			Operational Salaries			R1393074	R1249481	90% spent. Expenditure within budget
	Training of formal and informal food handlers.	WLM	WRDM	Prov. Health	R8000			R8000		
	Sanitation programme for the informal and rural areas.	WLM	WRDM	Prov. Health	R2000			R2000	R1800	Expenditure within budget.
	Early childhood development.	WLM	WRDM	Prov. Health	Operational Salaries			R1393074	R1249481	90% spent. Expenditure within budget
	Water sampling in the informal settlements and natural water re-sources.	WLM	WRDM	Prov. Health	R2000		R5000	R2000	R760	Expenditure within budget
	Air pollution control	WLM	WRDM		Operational salaries			R1393074	R1249481	90% spent. Expenditure within budget
*	2010 Soccer World Cup event and programme for action for non-hosting municipalities.	WLM	WRDM	Prov. Health	R5000			R5000		No expenditure from budgeted amount.



## PROJECT / ACTIVITY AND FUNDING / EXPENDITURE

IDP/ACTIVITY REF NO	PROJECT / ACTIVITY	DETAILS OF ACHIEVEMENTS	CHALLENGES	RECOMMENDATIONS
<b>PROJECT/ACTIVITY HIGHLIGHTS/ACHIEVEMENTS (QUALITATIVE)</b>	<b>TRAINING OF FORMAL AND INFORMAL FOOD HANDLERS</b>	<p>*Formal training of food handlers that was planned for the 02/04/2009 where WRDM would assist us with the training directed at our food handlers was postponed. Normal food handlers education went on.</p> <p>An attendance register will be completed where it will update our database. Owners will be taken through processes that need to be followed in order to comply with the requirements of R918.</p> <p>Eighteen food handlers were given education during the period</p>	The Environmental Health section being so under staffed could not find the time to conduct more training of food handlers.	With planned training, food handlers should be encouraged to report their counterparts on any wrong doing that they may see happening that they feel is not in line with what is required by the law.
	<b>SANITATION PROGRAMME FOR THE INFORMAL AND RURAL AREAS</b>	On the 12 & 14 May 2009 Environmental Health in conjunction with DWAF celebrated Sanitation and Hygiene week by embarking on a sanitation awareness road show where communities from Bekkersdal and Simunye were targeted.	The increasing mushrooming of illegal settlements still poses a serious challenge that needs to be dealt with by all relevant stakeholders because the situation exacerbates the poor sanitation conditions that continues to exist.	Relevant internal stakeholders should work in pursuit of common goals.

IDP/ACTIVITY NO	REF	PROJECT / ACTIVITY	DETAILS OF ACHIEVEMENTS	CHALLENGES	RECOMMENDATIONS
			On 8-12 June 2009 a Sanitation and Hygiene Workshop was given to all EHP's in the West Rand. The aim of the workshop was to provide the EHP's with the knowledge on how to come up with their own intervention measures to addressing sanitation related problems and to link them with our day to day programs.	Lack of sanitation-infrastructure in informal settlements poses serious environmental health hazards.	
		<b>WATER SAMPLING IN THE INFORMAL SETTLEMENTS AND NATURAL WATER RESOURCES</b>	On the 17/03/2009 fifteen water samples were collected from within the water reticulation with the intention to cover open streams in the next round. Westonaria, Bekkersdal, Zuurbekom as well as Simunye were areas targeted. The clinics as well as the schools were covered with this run. Findings on the results showed that all samples taken had a very high count of coli form as well as high levels of E. coli bacteria was present.	Not having a system in place where all relevant stakeholders involved with the sampling are able to report on so that we don't do duplication at the end of the day.	Follow up sampling is highly recommended to check for any change in results looking into the high count on coli form and E. Coli bacteria that was found to be present in previous results.
		<b>AIR POLLUTION CONTROL</b>	Four (4) complaints have been received.  Two (2) complaints regarding spray painting are still outstanding and needs to be resolved.	Challenges experienced previously still remains.  People involved with noxious trades have no approved industrial area where they can conduct their business	Zoned areas for noxious trades needs to be demarcated.

IDP/ACTIVITY NO	REF	PROJECT / ACTIVITY	DETAILS OF ACHIEVEMENTS	CHALLENGES	RECOMMENDATIONS
		<b>2010 FIFA SOCCER WORLD CUP/EVENT AND PROGRAMME FOR ACTION FOR NON-HOSTING MUNICIPALITIES</b>	Formal training scheduled to target our informal as well as formal food handlers will go a long way in preparing our food handlers to be ready for 2010 FIFA World Cup.	It is now even more important that all relevant stakeholders come together in order to address the state of preparedness and requirements thereof regarding our food handlers within Greater Westonaria.	A dedicated unit should be established to look at various issues surrounding the 2010 FIFA World Cup soccer event in terms of service delivery expectations.

## SECTION: HIV/AIDS UNIT

REPORT	MONTHLY		QUARTERLY	X	ANNUAL	
Report date – period ending		June 2009				
Goal Statement		To strengthen partnership amongst Ward Based Volunteers (WBV's) and structures in the Local AIDS Council (LAC), together with the HIV and AIDS Unit and the Westonaria Local Municipality through education, promotion, prevention and management of opportunistic infection caused by HIV and AIDS.				

## PROJECT / ACTIVITY AND FUNDING / EXPENDITURE

IDP/ACTIVITY REF NO.	PROJECT ACTIVITY	FUNDING VOTE NO.			APPROVED AMOUNTS			DETAILS OF EXPENDITURE		
		Source 1	Source 2	Source 3	Source 1	Source 2	Source 3	Budget	Actual to date	Variance to date
2011 12505	Stipend for Ward Based Volunteers 1X Administrator for 14 months May 2008 to June 2009	WLM	DLG	Dept. of Health Province		R164 350		R164 350	R722 192	R557 842
2011 12505	Special NGO's meeting	WLM	DLG	Dept. of Health Province		R100		R100	R557 842	R557 742
2011 12505	Ward Based Campaign	WLM	DLG	Dept. of Health Province		R700		R700	R557 742	R557 042

IDP/ACTIVITY REF NO.	PROJECT ACTIVITY	FUNDING VOTE NO.			APPROVED AMOUNTS			DETAILS OF EXPENDITURE		
		Source 1	Source 2	Source 3	Source 1	Source 2	Source 3	Budget	Actual to date	Variance to date
2011 12505	Men in Partnership Against AIDS (MIPAA)	WLM	DLG	Dept. of Health Province		R300		R300	R557 042	R556 742
2011 12505	Local AIDS Council (LAC) meeting	WLM	DLG	Dept of Health Province		R6 660		R6660	R556 742	R550 142
2011 12505	Purchase computer and Laptop charger	WLM	DLG	Dept of Health Province						
2011 11514	Handing Over Event	WLM	DLG	Dept of Health Province	R277 191.27			R277 191.27	R311 529	R34 337.73

## PROJECT/ACTIVITY HIGHLIGHTS/ACHIEVEMENTS (QUALITATIVE)

IDP/ACTIVITY REF NO.	PROJECT/ACTIVITY	DETAILS OF ACHIEVEMENTS	CHALLENGES	RECOMMENDATIONS
2011 12505	Stipend for Ward Based Volunteers.	<p>-2x Supervisors @ R1 500 each for 12 Months</p> <p>-38x Volunteers @ R1 000 each for 12 Months</p>	<p>-Carrying material for conducting door to door services without proper carry bags makes it difficult to maintain service delivery effectively. The unit experiences printing of reporting formats sometimes difficult, at the printing unit they run out of material (papers) to produce formats. Lack of additional uniform/ protective clothing e.g. dry mag jackets to be protected from cold winter weather and rainy days.</p> <p>-Lack of transport for volunteers to be transported to other areas to conduct door to door services as, other areas are widely spread/ separated.</p>	<p>-That material needed to be purchased from the community development budget as, the DLG grant is not enough to make purchase from.</p> <p>-A service provider to be utilized for printing that is produced for the unit and stationery, as it is difficult to receive from the municipality.</p> <p>-For the new financial year the process of purchasing a condo to be fast-tracked to allow speedy service delivery.</p>
2011 12505	-Special NGO's meeting 29\04\2009	<p>- The meeting was held at Westonaria library (activity room) at 10:00</p> <p><b>PURPOSE</b></p> <p>- Was for NGO's to be given information about the community development budget and documents to be submitted for funding. The document requested where profile, constitution, quarterly reports, register certificate and bank statement.</p> <p>- Ms P. Ncapai said that a workshop will be organized for NGO's to learn / be skilled when applying for funds from the departments.</p>		<p>- After submission of documents report will be given to NGO's on whether they have been approved or not for funding, after assessment which is done by Cllrs, HOD, Assistant Director and the coordinator.</p>

IDP/ACTIVITY REF NO.	PROJECT/ACTIVITY	DETAILS OF ACHIEVEMENTS	CHALLENGES	RECOMMENDATIONS
	-Ward Based Volunteers (WBV's) meeting.  (30/04/2009)	-The meeting was held at the Westonaria group activity at 10:00  <b><u>PURPOSE</u></b> -Was for volunteers to come together and assess the impact on the new reporting formats that were used since February 2009. - Addressing the issue of absenteeism by volunteers which is sometimes unnecessarily conducted. - Listening to challenges faced by volunteers on the field when conducting door to door services.	-Some of the volunteers do not report to the Supervisor whenever they are having problems, they stay at home and do not report for work. Personal differences amongst them which impact negatively on service delivery.  -Lack of transport for volunteers to be transported for their meetings, as they have to pay for their own fares.	-Disciplinary measures were re-emphasized that it is a no work no pay condition for them. The coordinator summoned those with personal problems/ differences and mediates to resolve the situation. -Purchasing of condor/ kombi will have to be fast tracked on the new financial year.
2011 12505	Ward Based Campaign (Water-works)  07/05/2009	-The campaign was conducted at Water-works as a continuous education on HIV, STI's and TB awareness and it is according to the year plan 2009. - Media materials including condoms were distributed to the communities by the Ward Based Volunteers. - Voluntary counselling and Testing (VCT) was conducted, 22 people were tested and one was HIV positive and she was referred to the mobile clinic for further management.	-Transport is still a big problem, as drivers from Council Support Dept said that they are employed to transport Councillors only. - The coordinator had to drive one of the condor's to transport volunteers to Water-works to conduct the campaign.	- Purchase of condor /kombi to be fast tracked on the new financial year, to avoid frustration for rendering services to communities.
	- Plenary meeting Candle Light Event (18/05/2009)	-The meeting was held at the Lapa (Westonaria) at 09H00  <b><u>PURPOSE</u></b> - Was to check and finalize logistics/ preparation for the event which was hosted on 22 May 2009.	- Most of the senior officials from the provincial office (Health) were not present at the meeting. Communication was done telephonically to confirm other Logistics. - Some of the official where undergoing assessment.	-The dry-run was conducted on the 21/05/2009 at the sports complex.
	Greater Westonaria Disability Forum (GWDF)	-The meeting was held at the Bekkersdal Paul Nel hall at 10:00	- The organization is not funded and funds become	<b><u>REMARKS</u></b> - During meetings members

IDP/ACTIVITY REF NO.	PROJECT/ACTIVITY	DETAILS OF ACHIEVEMENTS	CHALLENGES	RECOMMENDATIONS
	meeting 20/05/2009	<p><b><u>-PURPOSE</u></b></p> <p>- Was for members to come together and discuss issues which are affecting them as disabled people and not excluding HIV.</p> <p>- Voluntary Counselling and Testing (VCT) services where conducted by the facilitator from Talent Emporium. Twenty (20) members tested and four (4) turned out to be HIV positive and where referred to clinics for further management, as they did not want Lay counsellors (clinic) to know their status</p>	difficult to get, because some of the members run errands for the organization using public transport.	contributes R 10 each, to allow other members to run errands and attend meetings on their behalf. The enabling factor for them to donate R10 each is that, they received disability grant from the Social Development every month
2011 12505	Men in Partnership Against AIDS (MIPAA) meeting 21/05/2009	<p>- The meeting was held at the Library activity room Bekkersdal at 10:00.</p> <p><b><u>PURPOSE</u></b></p> <p>- Was for members to come together and assess the organization's impact on services rendered to the communities.</p> <p>- Members verbalizes that they are busy with door to door services and trying to mobilize other men to join in, in order to strengthen the structure.</p>	<p>- Most men feel like being a volunteer is a thing for women.</p> <p>- Members said that if, they can have uniform (T shirt) in order for them to be recognized by the community members and not mistake them for criminals when conducting door to door.</p>	- Workshop will be arranged for members in order to know and understand the importance of being in an organization, and be able to sustain it. Strengthening the organization will enable launching and then having uniforms if funds are available for purchasing.
	Candle Light Event 22/05/2009	-The event was held at the Westonaria Sports complex at 10:00. All Districts and Metro Municipality from Gauteng where invited. MEC for Health CLLR Qedani Mahlangu made the key		<p><b><u>REMARKS.</u></b></p> <p>- MEC said that more emphasis should be put in place to fight the battle of new infections within our communities by NGO's and Sectors.</p>

IDP/ACTIVITY REF NO.	PROJECT/ACTIVITY	DETAILS OF ACHIEVEMENTS	CHALLENGES	RECOMMENDATIONS
		note address, which her concern was the high statistics of infection in Westonaria e.g. HIV, STI's and TB. The event was well attended by communities. Transport and catering was provided by the provincial office (Health)		
	Workplace Programme meeting  09/06/2009	<p>-The meeting was held at the Council Chambers at 09:00.</p> <p><b>PURPOSE</b></p> <p>-Was for Municipalities to assess their activities on workplace programme, and up to this far the only Municipality which is fully functional is Mogale City, because they have enough manpower, Social Worker and Psychologist on board.</p>	<p>- Lack of financial support from the Municipalities budget, they depend on the DLG grant which is not enough to run its programmes.</p> <p>- The contract for Talent Emporium service providers ended in June 2009, and the facilitator does not know whether it will be renewed, which will cost the Municipality to look for private service providers for workplace programmes.</p>	<p>-Ms S Peter said that Municipalities to budget for the workplace programme, as the HIV unit will assist with manpower for conducting awareness campaigns.</p> <p>-Representatives from the human resource dept to be present during the next meeting, which will be at Merafong Municipality.</p>
	District AIDS Council (DAC) meeting  11/06/2009	<p>-The meeting was held at the Operations Boardroom district office at 09H00</p> <p><b>PURPOSE</b></p> <p>-Was for Municipalities, Departments and Sectors to present their first quarter reports.</p> <p>-Presentations where conducted by coordinators present, and Ms K Ndlovu said that municipal coordinators to discuss with their HOD's about the NGO's which will be delegated for administration DLG funds (stipends), as it was discussed at their managements meeting.</p>	<p>-Communication between departments is still a problem and poor attendance by coordinators/facilitators. Some coordinators did not have reports from their depts.</p>	<p>-Coordinators present where tasked to communicate with their colleagues, about forwarding reports to the DAC prior the meeting</p>



IDP/ACTIVITY REF NO.	PROJECT/ACTIVITY	DETAILS OF ACHIEVEMENTS	CHALLENGES	RECOMMENDATIONS
2011 12505	Local AIDS Council (LAC) meeting 17/06/2009	<p>-The meeting was held at the Banquet Hall at 09H00</p> <p><b>PURPOSE</b></p> <p>-Was for the unit and NGO's to present reports on their quarterly activities. In presence was the Executive Mayor, Portfolio Head CommS, HOD, Ass director Health, district coordinator and other Councillors.</p> <p>-The report was presented by the coordinator and Kamohelong Home Based Care Chairperson presented the World AIDS Day campaign, as they where administering the funds during the campaign.</p>		<p><b>REMARKS</b></p> <p>-The Exec Mayor appreciated the good work conducted by the NGO's and encouraged members to sensitize and teach communities about gardening projects, as there is a project which she started at Zuurbekom and it assist about 200 families with vegetable parcels every Fridays.</p> <p>-Cllr Mndayi encouraged LAC members to mobilize communities to participate in IDP meetings and also in cleaning campaigns to keep our surroundings clean.</p>
2011 11514	Handing Over Event 23/06/2009	<p>-The event was held at the Sport Complex at 10H00</p> <p><b>PURPOSE</b></p> <p>- Was for the Municipality to demonstrate to WBV's and NGO's that, it acknowledges services they provide within the Greater Westonaria community. Nine NGO's where assisted with funds and the amount was given differently according to the NGO's needs and 41 WBV's where given cheques to the value of R500.00 each, while 15 of them where awarded with merit certificates for portraying hard work and dedication within the unit.</p> <p>- 182 people attended the event, and the day was well celebrated.</p>		<p><b>REMARKS</b></p> <p>-The Exec Mayor said a word of appreciation to the NGO's and WBV's and encouraged them to continue with the outstanding services they conducts within the Greater Westonaria communities.</p>

## **ADDITIONAL ACTIVITIES UNDERTAKEN FOR APRIL TO JUNE 2009**

15, 17 April 2009: Site visits conducted at Waterworks and Zuurbekom to give support to volunteers and giving clarity to questions raised by community members.

### **CHALLENGES**

Some of the community members at Waterworks do not have ID documents and are living in poverty stricken situations. The volunteer at Zuurbekom stopped conducting the door to door services without a reason and attempts to locate her by the coordinator failed, as she moved to another area.

20 April 2009: Site visit conducted at Jachtfontein and Glenharvie.

### **CHALLENGES**

Both areas are widely spread with farming areas and volunteers find it difficult to conduct service to the side of town.

11-15 May 2009: The coordinator attended the Project Management course at the DBSA academy in Midrand.

20 May 2009: Attended the HIV/ AIDS Lekgotla at Randfontein Municipality.

### **PURPOSE**

Was for the Municipality, Sectors, Dept's and NGO's to come together and report about their activities on HIV/ AIDS programme, their progress and challenges they are faced with.

02 June 2009: Attending to an indigent case at Tambo Section. The mother died and there was no family members present only two children 14 and 08 years old. The matter was referred to Soc Dev and the children were left in the care of an aunt living in that area. The burial was undertaken by the Social Development

04 June 2009: A Site visit to NGO's which submitted the requested documents for funding with Cllr Mndayi, Majola and Mankayi. Visits were conducted at Westonaria, Bekkersdal, Simunye and Zuurbekom. Out of the 12 NGO's only 09 were successful for funding and Cllr's were satisfied with the presentation done at the NGO's site.

17 June to 06 July 2009: General administration duties in the unit, typing minutes and assisting WBV's and NGO's with help from the interns.

## SECTION: PRIMARY HEALTH CARE (PHC)

REPORT	MONTHLY		QUARTERLY	X	ANNUAL	
Report date – period ending		30 JUNE 2009				
Goal Statement		To promote access to health facilities and provide comprehensive Primary Health Care Services.				

### PROJECT / ACTIVITY AND FUNDING / EXPENDITURE

IDP/ACTIVITY REF NO.	PROJECT ACTIVITY	FUNDING VOTE NO.			APPROVED AMOUNTS			DETAILS OF EXPENDITURE		
		Source 1	Source 2	Source 3	Source 1	Source 2	Source 3	Budget	Actual to date	Variance to date
2011 12505	Workshop for LAC Members.	DLG	WLM	Dept. of Health	R2 925.00	R1380.00		R1380.00		R3294.58
0304/008	Simunye Clinic	Goldfields Mine (Kloof)	Prov.	WLM	R5.0m R15m			R5.0m R6m Phase 1		
0304/017	Primary Health Care Services	Dept. of Health.	Prov.	WLM	R663 772.9			R663 772.90	Apr= R43 965,80 May=R4 2 300 Jun= R40 998	R471 211

### PROJECT/ACTIVITY HIGHLIGHTS/ACHIEVEMENTS (QUALITATIVE)

IDP/ACTIVITY REF NO.	PROJECT/ACTIVITY	DETAILS OF ACHIEVEMENTS	CHALLENGES	RECOMMENDATIONS
0304/017	Primary Health Care (PHC) service (Provincialization process)	<ul style="list-style-type: none"> <li>98% of nursing staff have been absorbed by the province.</li> </ul>	<ul style="list-style-type: none"> <li>No progress on provincialization process.</li> <li>Status quo remains.</li> </ul>	
	Immunization coverage for children under 1 year.	<ul style="list-style-type: none"> <li>Apr = 129%</li> <li>May = 130%</li> <li>Jun = 132%</li> </ul> <p>The National target of 90% has been exceeded.</p>	<ul style="list-style-type: none"> <li>Training on new vacancies which consumes a lot of time.</li> </ul>	<ul style="list-style-type: none"> <li>Appointment of EPI coordinators to sustain the program.</li> </ul>

	Screening of Cervical Cancer	<ul style="list-style-type: none"> <li>● Apr = 4%</li> <li>● May = 5%</li> <li>● Jun = 6%</li> </ul> <p>National target of 4% has been reached and exceeded.</p>		<ul style="list-style-type: none"> <li>● The programme to be extended to women in the mines and rural areas.</li> </ul>
	Number of complaints attended to	<ul style="list-style-type: none"> <li>● 100% of complaints are attended at facility level with the assistants of the clinic health committees.</li> </ul>	<ul style="list-style-type: none"> <li>● Staff members lack customer care especially the admin staff</li> </ul>	<ul style="list-style-type: none"> <li>● In-service training on Batho Pele by facility manager</li> </ul>
	TB patients referred for voluntary Counselling and Testing(VCT)	<ul style="list-style-type: none"> <li>● 98% TB patients attending VCT. The increase in percentage is due to door to door campaign done during World AIDS day.</li> </ul>	<ul style="list-style-type: none"> <li>● Lack of space in the clinic leading to missed opportunities. The VCT Councillor needs to wait for each other to use the consulting room.</li> </ul>	<ul style="list-style-type: none"> <li>● Mobile containers to be organized through BURP.</li> </ul>
<b>0304/007</b>	Appointment of additional staff	<ul style="list-style-type: none"> <li>● 98% of the PHC staff already incorporated into province</li> <li>● X4 enrolled nurses</li> <li>● No vacancies filled this quarter, still awaiting upliftment</li> </ul>	<ul style="list-style-type: none"> <li>● Shortage of Auxiliary Nurse to assist with weighing of children, assisting with family planning and vital signs for chronic patients.</li> </ul>	<ul style="list-style-type: none"> <li>● Utilization of student nurses or VCT Councillors or interns on learner ship to assist in this regard.</li> </ul>
<b>0304/013</b>	Simunye Clinic	<ul style="list-style-type: none"> <li>● Meeting held on 22 May 2009 to discuss shortfall on funding. PMU promised to assist with application to be submitted by August 2009 to request funds.</li> <li>● On 24 June 2009 PMU confirmed the willingness to facilitate application to MIG for the R4m shortfall.</li> <li>● Follow-up meeting will be on 2 July 2009 to discuss MOU.</li> </ul>	<ul style="list-style-type: none"> <li>● Global economic constraints.</li> </ul>	<ul style="list-style-type: none"> <li>● Follow up on monthly meeting.</li> </ul>
<b>0304/013</b>	Bekkersdal West Clinic and ARV site	<ul style="list-style-type: none"> <li>● Partitioning of the clinic completed with furnisher installed</li> </ul>	<ul style="list-style-type: none"> <li>● Reduction in waiting space</li> </ul>	<ul style="list-style-type: none"> <li>● Purchasing of containers for waiting space.</li> </ul>

## SECTION: WASTE MANAGEMENT, PARKS & CEMETERIES

Report	Monthly		Quarterly	X	Annual	
Report date – period ending	1 <sup>ST</sup> APRIL 2009 to 30 <sup>th</sup> JUNE 2009					
Goal Statement	To enhance and ensure service delivery in respect to Waste Management, Parks & Cemeteries for the residents of Westonaria.					

## PROJECT / ACTIVITY AND FUNDING/EXPENDITURE

IDP/ ACTIVITY REF NO	PROJECT / ACTIVITY	FUNDING VOTE NO	APPROVED AMOUNT (MILLION)	DETAILS OF EXPENDITURE			PROGRESS TO DATE/ DETAILS OF ACHIEVEMENTS
				Budget	Actual to date	Variance to date	
0506/040	E-Waste Transfer Station	WLM	R0.2	R0.2	R0.0	R0.0	The Project has been postponed to Next Financial Year due to cash flow problem
0708/045	SKIP BINS	WLM	R0.4	R0.4	R0.0	R0.0	The Project has been postponed to Next Financial Year due to cash flow problem
0708/046	85L BINS*	WLM	R0.1	R0.1	R0.0	R0.0	The Project has been postponed to Next Financial Year due to cash flow problem
0708/047	STREET LITTER BINS*	WLM	R0.03	R0.03	R0.0	R0.0	The Project has been postponed to Next Financial Year due to cash flow problem

SECTION PARKS							
0708/ 053	UPGRADING OF PARKS: W/RIA:GOEDEHOOP STREET	WLM	R0.05	R0.05	R0.0	R0.0	The Project has been postponed to Next Financial Year due to cash flow problem
							The Project has been postponed to Next Financial Year due to cash flow problem
0708/ 055	UPGRADING OF PARKS: W/RIA:CRESSWELL STREET	WLM	R0.045	R0.045	R0.0	R0.0	The Project has been postponed to Next Financial Year due to cash flow problem
0708/ 056	UPGRADING OF PARKS: G/HARVIE: MUSSELPPOORT STREET	WLM	R0.05	R0.05	R0.0	R0.0	The Project has been postponed to Next Financial Year due to cash flow problem
0708/ 057	UPGRADING OF PARKS: H/HAVEN: SMARAG STREET	WLM	R0.05	R0.05	R0.0	R0.0	The Project has been postponed to Next Financial Year due to cash flow problem
0708/ 059	PLAYGROUND EQUIPMENTS	WLM	R0.05	R0.05	R0.0	R0.0	The Project has been postponed to Next Financial Year due to cash flow problem
0708/ 060	STORE ROOM	WLM	R0.04	R0.04	R0.0	R0.0	The Project has been postponed to Next Financial Year due to cash flow problem

0708/ 61	WESTONARIA FOUNTAIN	WLM	R 0.03	R0.03	R0.0	R0.0	The Project has been postponed to Next Financial Year due to cash flow problem
0708/ 62	HORTICULTURAL EQUIPMENTS	WLM	R 0.04	R0.04	R0.0	R0.0	This project is Completed
	LEDEN MACHINE	WLM	R 0.025	R0.025	R0.0	R0.0	The Project has been postponed to Next Financial Year due to cash flow problem
<b>SECTION: CEMETERIES</b>							
0507/ 039	ESTABLISHMENT OF NEW CEMETERY: SIMUNEY	MIG	R3.626	R3.626	R0.0	R0.0	The Project has been postponed to Next Financial Year due to cash flow problem
0607/ 083	UPGRADING OF BEKKERSDAL CEMETERY (OLD)	WLM	R0.5	R0.5	R0.0	R0.0	The Project has been postponed to Next Financial Year due to cash flow problem
							The Project has been postponed to Next Financial Year due to cash flow problem
0607/ 087	STREET LITTER BINS	WLM	R0.03	R0.03	R0.0	R0.0	The Project has been postponed to Next Financial Year due to cash flow problem
0708/ 066	ELECTRONIC BURIAL REGISTER  NB- The funds converted to construction of Ladies Ablution facilities	WLM	R0.05	R0.05	R0.0	R0.0	The Project has been postponed to Next Financial Year due to cash flow problem

0809/ 033	UPGRADE OF CEMETERY:W/ARIA	WLM	R0.25	R0.25	R0.0	R0.0	The Project has been postponed to Next Financial Year due to cash flow problem
0809/ 034	INTERNAL ROADS WESTONARIA CEMETERY	WLM	R0.25	R0.25	R0.0	R0.0	The Project has been postponed to Next Financial Year due to cash flow problem
0809/ 036	NEW CEMETERY: BEKKERSDAL	WLM	R0.04	R0.04	R0.0	R0.0	The Project has been postponed to Next Financial Year due to cash flow problem
0809/ 037	CONVERSION: GRAVE NUMBERS	WLM	R0.02	R0.02	R0.0	R0.0	The Project has been postponed to Next Financial Year due to cash flow problem
0809/ 038	CLOSURE PLAN: CEMETERY: BEKKERSDAL OLD	WLM	R0.05	R0.05	R0.0	R0.0	The Project has been postponed to Next Financial Year due to cash flow problem



BRP PROJECTS(LED)							
	Household waste collection	GDoH					Ongoing Process
	240L Bins to Bekkersdal Formal	GDoH					98% Complete
	Upgrading of Parks and Landscaping	GDoH					Ongoing Process

OPERATIONAL BUDGET EXPENDITURE							
<b>3040</b>	<b>WASTE MANAGEMENT: COLLECTION</b>						
1	SALARIES	WLM		R 3 792 499	R 3 495 235		Payment of Salaries and other Benefits to employees
	Acting Allowance	WLM		R 27 208	R 112 078		
					92%		
1	OVERTIME	WLM		R 231 928	R 1 210 513		"
					412 %		
	ACC GROUP	WLM		R 5 909 699	R6 529 192		"
					522 %		
10	GENERAL COSTS	WLM		R 616 502	R396 439		Purchase of equipments, stationery, Plastic bags, etc.
	ACC GROUP				64 %		
30	Repairs & Maintenance ACC. GROUP	WLM		R 2 745 022	R 1 979 639		Repairs to buildings, Vehicles,
					72 %		
100	General Income				75 %		

<b>3041</b>	<b>STREET CLEANING</b>						
1	SALARIES	WLM		R 1 025 582	R 928 258 91 %		Payment of Salaries and other Benefits to employees
	OVERTIME	WLM		R 129 874	R 340 475 262 %		"
	ACC GROUP	WLM		R 1 567 951	R 1 667 829 106 %		"
10	GENERAL EXPENCES ACC GROUP	WLM		R 53 594	R 473 562 884 %		Purchase of equipments, stationery, Plastic bags, etc.
30	Repairs & Maintenance ACC GROUP	WLM		R 314 488	R 299 506 95 %		Repairs to buildings, Vehicles,
<b>1010</b>	<b>PARKS</b>						
1	SALARIES	WLM		R 1 843 618	R 1 553 973 84 %		Payment of Salaries and other Benefits to employees
1	OVERTIME	WLM		R 46 111	R 333 828 724 %		"
	<b>ACC GROUP</b>	<b>WLM</b>		<b>R 2 852 284</b>	<b>2 774 219</b> <b>97 %</b>		"
10	GENERAL EXPENCES ACC GROUP	WLM		R 230 516	R 240 264 104 %		Purchase of equipments, stationery, Plastic bags, etc.
30	Repairs & Maintenance ACC GROUP	WLM		R 268 741	R 270 629 101 %		Repairs to buildings, Vehicles,
<b>2003</b>	<b>CEMETERIES</b>						
1	SALARIES	WLM		R 320 563	R 279 805 87 %		Payment of Salaries and other Benefits to employees
	OVERTIME	WLM		R 19 917	R 44 576 224 %		"

	ACC GROUP	WLM		R 468 248	R 468 678		"
					100%		
10	GENERAL EXPENCES ACC GROUP	WLM		R 42 911	R 22 073		Purchase of equipments, stationery, Plastic bags, etc.
					51 %		
30	Repairs & Maintenance ACC GROUP	WLM			49 %		Repairs to buildings, Vehicles,

## PROJECT/ACTIVITY HIGHLIGHTS/ACHIEVEMENTS (QUALITATIVE)

IDP/ACTIVITY REF NO	PROJECT / ACTIVITY	DETAILS OF ACHIEVEMENTS	CHALLENGES	RECOMMENDATIONS
	Refuse Removal	<ul style="list-style-type: none"> <li>Collected refuse from door to door on daily basis in the following areas: Westonaria, Simunye, Hillshaven, Venterspost, Bekkersdal, Leeudoorn, Waterpan, Zuurbekom, WaterWorks, Rand Water,</li> </ul>	<ul style="list-style-type: none"> <li>Shortage of Vehicles and Vehicle breakdown</li> <li>Lack of Vehicle maintenance Plan at Mechanical Workshop</li> <li>Lengthy Procurement Process</li> <li>Absenteeism of employees</li> <li>Sickness of employees</li> <li>Some employees are on light duty</li> <li>Insufficient budget</li> </ul>	<ul style="list-style-type: none"> <li>The shortage of vehicles in this section be noted.</li> <li>Council speed up the process of purchasing vehicles.</li> <li>The sick notes of employees be investigated by Health section.</li> <li>Procurement process be looked into especially in case of emergency.</li> <li>The Mechanical Workshop to have a Maintenance Plan with input.</li> </ul>
	Bulk Waste Removal	Collected bulk waste from mine institutions, businesses, churches & Schools, Transfer stations	<ul style="list-style-type: none"> <li>Shortage of Vehicles and Vehicle breakdown</li> <li>Lack of Vehicle maintenance Plan at Mechanical Workshop</li> <li>Lengthy Procurement Process</li> <li>Absenteeism of employees</li> <li>Insufficient Budget</li> </ul>	<ul style="list-style-type: none"> <li>The shortage of vehicles in this section be noted.</li> <li>Council speed up the process of purchasing vehicles.</li> <li>The sick notes of employees be investigated by Health section.</li> <li>Procurement process be looked into especially in case of emergency.</li> <li>The Mechanical Workshop to have a Maintenance Plan with input.</li> </ul>
	Cleaning of Illegal Dumping	Cleaned illegal Dumping at Bekkersdal, Simunye, Water works, Glenharvie, Hillshaven, Venterspost, Westonaria	<ul style="list-style-type: none"> <li>Shortage of Vehicles improves illegal dumping</li> <li>Interrupted collection</li> </ul>	<ul style="list-style-type: none"> <li>The shortage of vehicles in this section be noted.</li> <li>Council speed up the process of purchasing</li> </ul>

IDP/ACTIVITY REF NO	PROJECT / ACTIVITY	DETAILS OF ACHIEVEMENTS	CHALLENGES	RECOMMENDATIONS
			<ul style="list-style-type: none"> <li>● rounds</li> <li>● Lack of buy-law enforcement &amp; Policing around illegal dumping</li> <li>● Lack of cooperation from the community</li> <li>● Lack of Political Buy in</li> <li>● Lack of adequate recycling activities</li> </ul>	<ul style="list-style-type: none"> <li>● vehicles.</li> <li>● The sick notes of employees be investigated by Health section.</li> <li>● Procurement process be looked into especially in case of emergency</li> </ul>
	Street Sweeping & Litter Picking	Cleaned streets at Glenharvie, Westonaria, Simunye, Hillshaven & Bekkersdal	<ul style="list-style-type: none"> <li>●</li> <li>● Shortage of Vehicles improves illegal dumping</li> <li>● Interrupted collection rounds</li> <li>● Lack of buy-law enforcement &amp; Policing around illegal dumping</li> <li>● Lack of cooperation from the community</li> <li>● Political Buy in</li> <li>● Lack of adequate recycling activities</li> <li>● Shortage of Vehicles improves illegal dumping</li> <li>● Interrupted. collection rounds</li> <li>● Councils cash flow problem &amp; over expenditure</li> </ul>	<ul style="list-style-type: none"> <li>●</li> <li>● The shortage of vehicles in this section be noted.</li> <li>● Council speed up the process of purchasing vehicles.</li> <li>● The sick notes of employees be investigated by Health section.</li> <li>● Procurement process be looked into especially in case of emergency</li> </ul>
	CBD & Public Facilities(Westonaria & Bekkersdal)	Cleaned Public Toilets, Taxi Ranks, Parking Bays, at Bekkersdal and Westonaria	<ul style="list-style-type: none"> <li>● Lack of buy-law enforcement &amp; Policing around illegal dumping</li> </ul>	<ul style="list-style-type: none"> <li>● The shortage of vehicles in this section be noted.</li> <li>● Council speed up the process of purchasing</li> </ul>

IDP/ACTIVITY REF NO	PROJECT / ACTIVITY	DETAILS OF ACHIEVEMENTS	CHALLENGES	RECOMMENDATIONS
			<ul style="list-style-type: none"> <li>● Lack of cooperation from the community &amp; taxi association</li> <li>● Political Buy in</li> <li>● Lack of adequate recycling activities</li> <li>● Lack of control over Hawkers from LED section</li> <li>● Vandalism of facilities by street kids &amp; Homeless People, through theft &amp; Fire.</li> <li>● Councils cash flow problem &amp; over expenditure</li> </ul>	<ul style="list-style-type: none"> <li>● vehicles.</li> <li>● The sick notes of employees be investigated by Health section.</li> <li>● Procurement process be looked into especially in case of emergency</li> <li>● LED to put control measures in place</li> <li>● Measures has been taken including reduction of hours &amp; employees in areas need to worked 7 days a week</li> <li>● CBD &amp; public toilets</li> </ul>
	Maintenance and Parks Management	Cleaned Beddings, Removed weeds at Protea park and Westonaria Tree felling at Westonaria & Hillshaven Upgrade Westonaria Entrances to improve the Image of town Got quotations of Plants and shrubs for Preparation of Arbor Week,	<ul style="list-style-type: none"> <li>● Shortage of Grass Cutting Equipments &amp; Breakage of Grass and Tree Cutting Equipment (Chainsaw, Brush cutters and Lawn mowers)</li> <li>● Absenteeism of employees</li> <li>● The Machinery used for grave digging is old and experience lot of breakdowns.</li> <li>● Theft and Vandalism of Municipal properties (Fence, Ablution facilities)</li> </ul>	<ul style="list-style-type: none"> <li>● The shortage of vehicles in this section be noted.</li> <li>● Council speed up the process of purchasing vehicles.</li> <li>● The sick notes of employees be investigated by Health section.</li> <li>● Procurement process be looked into especially in case of emergency</li> </ul>
	Maintenance and	Dug and prepared graves for	<ul style="list-style-type: none"> <li>● Shortage of Grass</li> </ul>	<ul style="list-style-type: none"> <li>● The shortage of vehicles</li> </ul>

IDP/ACTIVITY REF NO	PROJECT / ACTIVITY	DETAILS OF ACHIEVEMENTS	CHALLENGES	RECOMMENDATIONS
	Cemetery management	<p>burials Booked and issued graves to Public Cleaned Old graves and removed remaining soils Cleaned Ablution blocks Buried Children &amp; Adults</p> <p><b>Burials: 1<sup>st</sup> January –31<sup>st</sup> March 2009</b></p> <p><b>Bekkersdal</b></p> <ul style="list-style-type: none"> <li>● Adult- 121</li> <li>● Children- 66</li> <li>● Reservations- 3</li> <li>● Crematoria/ Columbarium-0</li> <li>● Tombstones- 42</li> </ul> <p><b>Burials: Westonaria</b></p> <ul style="list-style-type: none"> <li>● Berm- 6</li> <li>● Monument- 11</li> <li>● Children- 3</li> <li>● Reservations- 1</li> <li>● Crematoria/ Columbarium- 0</li> <li>● Tombstones- 9</li> <li>● Re-Opening – 1</li> </ul>	<p>Cutting Equipments &amp; Breakage of Grass and Tree Cutting Equipment (Chainsaw, Brush cutters and Lawn mowers)</p> <ul style="list-style-type: none"> <li>● Absenteeism of employees</li> <li>● The Machinery used for grave digging is old and experience lot of breakdowns.</li> <li>● Theft and Vandalism of Municipal properties (Fence, Ablution facilities)</li> <li>● Insufficient budget</li> </ul>	<p>in this section be noted.</p> <ul style="list-style-type: none"> <li>● Council speed up the process of purchasing vehicles.</li> <li>● The sick notes of employees be investigated by Health section.</li> <li>● Procurement process be looked into especially in case of emergency</li> </ul>
	BRP	Management of BRP Projects in line with Waste Management, Upgrading of Parks & Street Landscaping, Upgrading of ablution facilities	<ul style="list-style-type: none"> <li>● Lack of coordination and consultation with BRP officials when preparing Projects Specifications</li> <li>● Lack of Project Monitoring committee</li> </ul>	<ul style="list-style-type: none"> <li>● Copy of MOU be made available to affected Managers as to familiarize them with the contents of the MOU.</li> </ul>
	Meetings & Workshops	-Attended Management meetings with HOD	<ul style="list-style-type: none"> <li>● Late invitations to Provincial, Districts</li> </ul>	<ul style="list-style-type: none"> <li>● Proper communication channels be implemented</li> </ul>

IDP/ACTIVITY REF NO	PROJECT / ACTIVITY	DETAILS OF ACHIEVEMENTS	CHALLENGES	RECOMMENDATIONS
		<p>-Attended District and Provincial Meeting for Environment &amp; Waste Management, -BRP Monthly Waste management meetings</p> <p>Arranged &amp; attended weekly Supervisors meeting with Supervisors &amp; team leaders- Purpose is to discuss challenges faced daily &amp; Progress report &amp; Planning &amp; Monitoring of daily activities</p>	<ul style="list-style-type: none"> <li>meetings.</li> <li>Late changes of schedules/dates &amp; venues contribute to poor or non attendance of meetings</li> <li>Shortage of personnel(one person has to attend 3 different meetings in one day and end up sacrificing others)</li> <li>Lack of skills from the team leaders.</li> <li>Shortage of vehicles for supervisors result in poor supervision &amp; late attendance to community queries &amp; complaints</li> </ul>	<ul style="list-style-type: none"> <li>Council speed up the process of filling vacant posts.</li> <li>Skills development &amp; training</li> <li>Council to purchase vehicles for supervisors</li> <li>Team leaders to be sent to supervisory course to improve production</li> </ul>
	ADMINISTRATION	<p>1.Attended to complaints and queries from community members</p> <p>2. Compiled business and mine refuse removal accounts for Finance section</p> <p>3. Filled employees leave book, attendance register &amp; timesheets for payments</p>	<ul style="list-style-type: none"> <li>Lack of complaints registering system/call centre</li> <li>Late attendance to complaints as a result of shortage of equipments and staff.</li> <li>Council is losing income due to shortage of vehicles</li> </ul>	<ul style="list-style-type: none"> <li>Council to implement central complaints registering and monitoring system</li> <li>Council to speed up the process of purchasing vehicles.</li> </ul>
	SKILLS DEVELOPMENT	Sent 1 employee on Short Programme on IDP course.	<ul style="list-style-type: none"> <li>The skills development</li> </ul>	<ul style="list-style-type: none"> <li>Formation of skill development committee</li> </ul>



IDP/ACTIVITY REF NO	PROJECT / ACTIVITY	DETAILS OF ACHIEVEMENTS	CHALLENGES	RECOMMENDATIONS
		Reviewed employees data for skills development	programme is very slow.	with all departments being represented.
		Sent 2 Employee on Project Management training	● Transport arrangement was not done prior to the course, resulting in employees arriving late at Training.	● Arrangement should be made to take employees to training on time
<b>ADDITIONAL</b>				
	<b>Extreme Cleaning Campaign</b>	Held cleaning campaign in Glenharvie, Simunye and Bekkersdal.	<ul style="list-style-type: none"> <li>● Lack of Machineries and trucks to load the cleaned material</li> <li>● Recyclables were not recovered at source.</li> </ul>	● Council to record the lessons learned during the campaign and make improvements for the next campaigns.
CUSTOMER CARE	<b>Batho Pele Principle</b>	Developed a customer complaint register for Workshopped employees on Batho Pele principles with HOD	● Shortage of equipments makes it difficult to meet the said target to attend to complaints or request.	
<b>WRDM –IWMP PROJECT</b>	<b>DEVELOPMENT OF IWMP FOR WRDM</b>	<ul style="list-style-type: none"> <li>- Attended meeting at WRDM for compilation of Integrated Waste Management Plan</li> <li>- Submitted required information to the district</li> </ul>	● Shortage of personnel make it difficult to attend all the stakeholder meetings for the project	● Hiring of permanent superintendent in parks section will improve the situation
<b>DEAT-PROJECT</b>	<b>AUTHORIZATION OF WASTE TREATMENT FACILITIES</b>	<ul style="list-style-type: none"> <li>- Submitted required information to DEAT for authorization of waste treatment facilities (transfer stations, By centres and etc.)</li> </ul>	● Shortage of personnel make it difficult to attend all the stakeholder meetings for the project	● Hiring of permanent superintendent in parks section will improve the situation